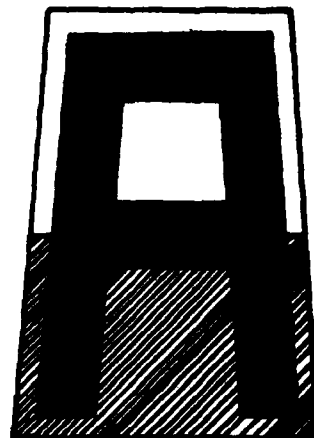


AD A119437

2D EDITION

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# COMMANDER'S WORKBOOK FOR ADMINISTRATION & LOGISTICS

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PREPARED BY:

Admin Team

Readiness Group Bragg

1 August 1982

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DEPARTMENT OF THE ARMY  
READINESS GROUP BRAGG  
HEADQUARTERS, US ARMY READINESS  
AND MOBILIZATION REGION III, FIRST US ARMY  
FORT BRAGG, NORTH CAROLINA 28307

AFKA-RR-CGI


7 September 1982

SUBJECT: Request for Scientific Technical Reports

Defense Logistics Agency  
ATTN: DTIC-DDA-1  
Defense Documentation Center  
Cameron Station  
Alexandria, VA 22314

1. Reference your letter dated 31 August 1982.
2. Enclosed are 2 copies of the COMMANDER'S WORKBOOK FOR ADMINISTRATION AND LOGISTICS, dated 1 August 1982. This edition supersedes the 1 January 1980 edition.
3. The first request was not received by this activity.

2 Incl  
as

  
CURTIS A. DELOATCH  
CPT, AGC  
Ch, Admin Team

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MODULE 5-1

GENERAL COMMENTS: The Commander's Guide for Administration and Logistics was prepared by the Admin Team, Readiness Group Bragg, for use by unit commanders. Any questions pertaining to this workbook may be addressed to the Admin Team, AV 236-0219/4104; Commercial (919) 396-0219/4104; or FTS 675-0219/4104. All information contained herein is current as of the published date. The responsibility for updating regulatory guidance within the functional areas rests with the user.

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COMMANDER'S WORKBOOK FOR  
ADMINISTRATION/LOGISTICS

GROUP: PERSONNEL  
MODULE: 1-1

1AA FORM 143, UNIT MANNING CHART  
(DELETED PENDING PUBLICATION OF  
SIDPERS-USAR UNIT MANNING REPORT  
PROCEDURES)

REFERENCE:  
1A REG 135-12

COMMANDER'S WORKBOOK FOR  
ADMINISTRATION/LOGISTICS

GROUP: PERSONNEL  
MODULE: 1-2

DA FORM 1379, US ARMY RESERVE COMPONENTS  
UNIT RECORD OF RESERVE TRAINING

11  
REFERENCE:  
AR 140-185

## MODULE 1-2

### DA FORM 1379, US ARMY RESERVE COMPONENTS UNIT RECORD OF RESERVE TRAINING

**TASK:** To emphasize key aspects of DA Form 1379, US Army Reserve Components Unit Record of Reserve Training.

**CONDITION:** Given:

1. DA Form 1379, your unit copy, and guidance within this module.
2. 1AA Form 143, your unit copy, unit manning chart, or SIDPERS-USAR Unit Manning Report (UMR).

**STANDARD:** You must be able to:

1. Compare DA Form 1379 and 1AA Form 143 or SIDPERS-USAR UMR drill strength and Unit Reserve Personnel Master File Strength.
2. Compare DA Form 1379 and 1AA Form 143 or SIDPERS-USAR UMR elements in columns a through f match.
3. Compare column j and k, 1AA Form 143 with column d. Initial Active Duty Training Status Codes, DA Form 1379, to insure they are accurately reported for enlisted personnel.
4. Compare other data elements (columns a thru f) on the DA Form 1379 with 1AA Form 143 to insure accurate reporting.
5. Compare drill attendance accounting record with column g, DA Form 1379, Attendance/Absence symbols, to insure accuracy.
6. Review the computer recapitulation of the units Reserve Personnel Master File to insure update to reflect unit assigned drill strength prior to submission.
7. Establish controls to insure submission of the DA Form 1379 within 72 hours of completion of training.

**REFERENCES:** AR 140-158, dated 15 September 1979, Training and Retirement Point Credits and Unit Level Strength Accounting Records, as modified by 1A DA Form 1379 Information Bulletins.

**WHAT TO DO:**

1. Insure that data changes to DA Form 1379 are recorded in compliance with AR 140-185. (Ref: Appendix D, AR 140-185, and 1A DA Form 1379 Information Bulletins).



MODULE 1-2

2. Insure that the correct attendance/absence symbols are recorded at column g, DA Form 1379. (Ref: Item #26c, Appendix D, AR 140-185).
3. Insure that the computer recapitulation of the units RPMF strength is updated to reflect drill strength.
4. Authenticate the DA Form 1379 and insure disposition is being made within 72 hours of completion of training.

COMMANDER'S WORKBOOK FOR  
ADMINISTRATION/LOGISTICS

GROUP: PERSONNEL  
MODULE: 1-3

DD FORM 93  
RECORD OF EMERGENCY DATA

REFERENCE:  
AR 600-10

1-5

MODULE 1-3

DD FORM 93, RECORD OF EMERGENCY DATA

TASK: To emphasize key aspects of DD Form 93, Record of Emergency Data.

CONDITION: Given DD Form 93 and guidance within this module.

STANDARD: You must be able to:

1. Spot check Military Personnel Records Jackets to insure accurate preparation of the DD Form 93.
2. Identify annual review requirements of the DD Form 93 by assigned personnel.

REFERENCE: Chapter 11, AR 600-10, The Army Casualty System.

WHAT TO DO:

1. Insure a suspense system is established to effect the review of the DD Form 93:

- a. During outprocessing.
- b. Upon arrival into your unit.

c. Annually, during the birth month. (Reference Para 11-3, Chapter 11, AR 600-10).

2. Insure that all DD Forms 93 are prepared IAW Chapter 11, AR 600-10. (Reference Para 11-2, Chap 11, AR 600-10).

3. Insure that only black or blue-black ink is used for preparation of forms. (Reference Para 11-2, Chap 11, AR 600-10).

4. Counsel unit members on the importance of the DD Form 93. (Reference Para 11-1, Chap 11, AR 600-10).

DD FORM 1300-1010 STABLE OR MUTILATE		1 NAME (Last, First, Middle) <b>Mac Adams, John Herman Jr.</b>		2b GRADE OR RATE <b>[REDACTED]</b>		3a REPORTING UNIT CODE DUTY STATION <b>A NA</b>	
4 Spouse Name Address <b>Susan B. Jones, 1415 Rail Fence Ct., Anytown, USA 11111</b>							
5 Children Name Relationship DOB Address <b>Jimmy B. Allen/SS/2Jan63</b> <b>Katy C./D/5Jul71</b>							
6 Father Name Address <b>Deceased</b>							
7 Mother Name Address <b>Carol E. Brown Mac Adams, 2430 Rose Dr., Anytown, USA 11111</b>		b NOTIFY INSTEAD					
8 Do Not Notify (If Not Health) <b>Carol E. Brown Mac Adams, Mother</b>							
9 Beneficiary (on Form DD-113 No Surviving Spouse Or Child Address Percentage) <b>Susan B. Jones, Wife</b>							
10 Beneficiary (on Form DD-113 Pay And Allowance Address Percentage) <b>Susan B. Jones, Wife</b>							
11 Assignment Designee (Percentage If Moving To Overseas Extension) <b>Prudential Ins #3-69211</b> <b>United of Omaha #3922148</b>		12 Insurance (If Not Beneficiary) <input checked="" type="checkbox"/> Life <input type="checkbox"/> Medical <input type="checkbox"/> Other <input type="checkbox"/>					
13 CONTINUATION REMARKS <b>"SAMPLE FOR INSTRUCTIONAL PURPOSES ONLY"</b>							
14 SIGNATURE OF SERVICE MEMBER <b>[REDACTED]</b>				15 SIGNATURE OF WITNESS <b>[REDACTED]</b>			
16 DATE SIGNED <b>[REDACTED]</b>				16 DATE SIGNED <b>[REDACTED]</b>			

COMMANDER'S WORKBOOK FOR  
ADMINISTRATION/LOGISTICS

GROUP: PERSONNEL  
MODULE: 1-4

VA FORM 29-8286,  
SERVICEMEN'S GROUP LIFE INSURANCE ELECTION

REFERENCE:  
AR 608-2

MODULE 1-4

VA FORM 29-8286, SERVICEMEN'S GROUP LIFE INSURANCE ELECTION

TASK: To emphasize key aspects of VA Form 29-8286, Servicemen's Group Life Insurance Election.

CONDITION: Given VA Form 29-8286 and guidance within this module.

STANDARD: You must be able to:

1. Spot check Military Personnel Records Jackets to insure accurate preparation of the VA Forms 29-8286.
2. Establish a system to insure personnel are interviewed and counselled frequently to insure that they understand the purpose of SGLI, why they must have the document on file, and the importance of keeping this form current.
3. Establish a system to insure the VA Forms are reviewed and updated annually, during the calendar quarter in which the member's birth month occurs.

REFERENCE: AR 608-2, Servicemen's Group Life Insurance (SGLI)-Veteran's Group Life Insurance (VGLI).

WHAT TO DO:

1. Insure all members have an understanding of the requirement to have the SGLI election, the review requirement and the importance of the document. (Reference Para 1-4, AR 608-2).
2. Insure that personnel are aware of the confidentiality of the information contained on the document; and are provided the Privacy Act Statement. (Reference Para 1-4, AR 608-2).
3. Insure that VA Forms 29-8286 are completed IAW the instructions contained on the forms. Members must be counselled on designating beneficiaries. (Reference Para 2-26, AR 608-2). If "BY LAW" is entered, it must be entered in the member's own handwriting. (Reference Para 2-27, AR 608-2).

MODULE 1-4

4. Insure all copies are completed and have original signatures. (Reference Para E, reverse side of VA Form 29-8286).
5. Insure each Military Personnel Record Jacket and Personnel Finance Record has a properly completed VA Form 29-8286. (Reference Rule 4, Table 1-1, Page 1-2, AR 608-2).

# SERVICEMEN'S GROUP LIFE INSURANCE ELECTION

**IMPORTANT** This form is for use by **ACTIVE DUTY AND RESERVE MEMBERS**. This form does not apply to and must not be used for any other Government Life Insurance.

USE THIS  
FORM FOR

## 1. REDUCING OR REFUSING INSURANCE

## 2. STATING TO WHOM AND HOW INSURANCE SHOULD BE PAID

(Do not make corrections, alterations or changes. Complete a new form.)

LAST NAME FIRST NAME MIDDLE NAME

RANK TITLE OR GRADE

MAC ADAMS, JOHN HENRY JR.

SP4

BRANCH OF SERVICE (Do not abbreviate)

CURRENT DUTY LOCATION

Army

HHD & PAC, 1st Bde, 100th Div (TNG), Winston-Salem, NC 1111

## 1. REDUCING OR REFUSING INSURANCE

By law you are automatically insured for \$20,000. If you do not want \$20,000 insurance write below in your own handwriting "I want only \$15,000, \$10,000, or \$5,000 insurance;" or "I want no insurance;" as you prefer. Reduced or refused insurance can be restored only by written request with proof of good health and compliance with other requirements.

I want only \$10,000 insurance

BE SURE TO  
COMPLETE  
PART 2

## 2. BENEFICIARY(IES) AND PAYMENT TO BENEFICIARY(IES) (Read instructions C and Don reverse)

**IMPORTANT** - You must write in the spaces below

(1) "By Law" in your own handwriting if you wish the law to apply (as explained on reverse) or,

(2) The names and other information for persons you want to receive your insurance.

Insurance is paid in a lump sum or 36 equal monthly installments at the option of the beneficiary(ies). If you insert "36" under "Payments to Beneficiary," payment will be made only in 36 equal monthly installments.

### 1. DESIGNATE THE FOLLOWING BENEFICIARIES TO RECEIVE PAYMENT OF MY INSURANCE PROCEEDS AS SHOWN BELOW:

COMPLETE NAME AND ADDRESS OF EACH BENEFICIARY (If married woman, give her own first and middle names and husband's last name)	RELATION- SHIP TO INSURED	SHARES TO BE PAID TO EACH BENEFICIARY (Use fractions such as 1/2, 2/3 or 3/4)	PAYMENTS TO BENEFICIARY (Insert "36" if only monthly payments desired. See D on reverse)
PRINCIPAL (First)	By law		
CONTINGENT (Second - If principal beneficiary dies before me or before completion of installment payments to the principal beneficiary)			

**NOTE:** If more than one principal beneficiary is named, the share of any such beneficiary who dies before me shall be distributed equally among the surviving principal beneficiaries. If there is no surviving principal beneficiary the proceeds shall be distributed equally to the surviving contingent beneficiaries. This Designation of Beneficiary shall be void if none of the designated beneficiaries is living at my death. If after completion of this form my insurance is increased, this beneficiary designation shall apply to the full amount in force unless a new designation is made.

I UNDERSTAND that this form cancels any prior beneficiary or payment instructions and that unless I have named the beneficiary(ies) above, my insurance will be paid under the "Provisions of the Law" as explained on the reverse of this form.

SIGN HERE  
IN INK

John Henry Mac Adams, Jr.

DATE COMPLETED

4 Sep 79

WITNE (S) NAME

Postmaster

RANK TITLE OR GRADE

CW3

ORGANIZATION

Rd Branch, Ft Meigs, AL

DATE RECEIVED

4 Sep 79

FORM 29-8286

THIS FORM IS A FORM OF THE U.S. GOVERNMENT PRINTING OFFICE: 1978

MEMBER'S OFFICIAL PERSONNEL



## IMPORTANT - READ CAREFULLY

### PROVISIONS OF THE LAW FOR PAYMENT OF INSURANCE

If you do not name a beneficiary to receive the proceeds of your insurance, it will be paid under the provisions of the law, to survivors in the following order:

1. Widow or widower; if none, it is payable to
2. Child or children in equal shares with the share of any deceased child distributed among the descendants of that child; if none, it is payable to
3. Parent(s) in equal shares; if none, it is payable to
4. A duly appointed executor or administrator of the insured's estate, and if none to
5. Other next of kin.

NOTE: If you do not want your insurance paid as provided above, you must name the beneficiary(ies) in Part 2.

### INSTRUCTIONS TO MEMBER

#### GENERAL

- A. Make certain you complete all the appropriate item(s).
- B. All entries, except the signature and those requested to be in your handwriting, should be typed or printed in ink.

#### C. DESIGNATION OF BENEFICIARY

Completing this form will cancel any prior beneficiary or payment instructions. You should write "By Law" or name a beneficiary(ies) in Part 2. (See "IMPORTANT" on front)

There are no restrictions on the beneficiaries you may name. In some family situations such as if you are a step-child or step-parent or were abandoned by a parent or are separated from your wife, etc., you may by naming beneficiaries specifically include or exclude certain persons as you desire.

1. A change of beneficiary may be made by the insured at any time without the knowledge or consent of the beneficiary, and this right cannot be waived or restricted.

A Designation of Beneficiary may not be changed by correcting entries on earlier designations. If a change of a prior designation of beneficiary is desired, a new VA Form 29-8286 should be completed to show the name(s) of the new beneficiary(ies) in Part 2.

3. No designation or change of beneficiary will be valid unless it is received in writing over your signature, by your Uniformed Service, before your death.

#### D. PAYMENTS TO BENEFICIARY

In case of your death the beneficiary can elect to receive the insurance in a single payment of the face value or in 36 equal monthly installments. If you so desire you can limit a beneficiary to receiving the insurance in 36 equal monthly installments by inserting "36" in the space provided on the front of the form.

- A. Make certain all three copies of this form are completed and signed.

### DIRECTIONS TO UNIFORMED SERVICES

- Make sure "By Law" or beneficiary identification appears in Part 2.
- The personnel or other responsible activity should explain to the member the need for naming beneficiaries in family situations such as those referred to under C above. Also if a member is designating a beneficiary other than would be normal under his family circumstances, see "Unusual Beneficiary Designations" Servicemen's Group Life Insurance Handbook, VA Handbook 29-75-1.
- This form must be signed and dated, below the signature of the member, by an authorized representative of the Uniformed Service.
- This form, properly executed, is authority to a payroll office to reduce the deductions for insurance purposes or not to make such deductions, if the amount of insurance is changed or canceled.
- Disposition of copies:
  - Copy 1 - Must be promptly filed in the official personnel file of the member.
  - Copy 2 - To Member. This copy for informational purposes only.
  - Copy 3 - FOR THE UNIFORMED SERVICES AND RESERVES USE - DO NOT SEND TO THE OFFICE OF SERVICE MEN'S GROUP LIFE INSURANCE OR TO THE VETERANS ADMINISTRATION.

COMMANDER'S WORKBOOK FOR  
ADMINISTRATION/LOGISTICS

GROUP: PERSONNEL  
MODULE: 1-5

DA FORM 201,  
MILITARY PERSONNEL RECORDS JACKET

REFERENCES:

AR 640-10

AR 140-241

## MODULE 1-5

### DA FORM 201, MILITARY PERSONNEL RECORDS JACKET

- TASK:** To emphasize key aspects of DA Form 201, Military Personnel Records Jacket.
- CONDITION:** Given DA Form 201 selected from your unit and guidance within this module.
- STANDARD:** You must be able to:
1. Identify the categories of file material within The DA Form 201 (Permanent, Action Pending, Temporary).
  2. Spot check DA Form 201 to determine if minimum documentation is on file.
  3. Identify the documents that must accompany the MPRJ for personnel in and outprocessing.
- REFERENCE:** AR 640-10, Individual Military Personnel Records.  
AR 140-241, Personnel Records.

#### WHAT TO DO:

1. Insure that controls are established to preclude unauthorized access to privacy information in the MPRJ. (Reference Para 1-12, AR 340-21).
2. Insure that controls are established to request missing MPRJ for newly assigned members. (Reference Para 5, AR 140-241).
3. Insure that records are forwarded for members departing your unit. (Reference Chap 2, AR 640-10).
4. Insure that minimum documentation is on file in the MPRJ for each member. (Reference Chap 3, AR 640-10).

COMMANDER'S WORKBOOK FOR  
ADMINISTRATION/LOGISTICS

GROUP: PERSONNEL  
MODULE: 1-6-1

DA FORM 2,  
PERSONNEL QUALIFICATION RECORD - PART 1

REFERENCE:

AR 640-2-1

AR 680-29

1A REG 140-41

1A LETTER, AFKA-PA-RC, SUBJECT DA FORM 1379  
INFORMATION BULLETIN FOR APRIL 1980,  
DATED 25 MARCH 1980

MODULE 1-6-1

DA FORM 2, PERSONNEL QUALIFICATION RECORD - PART 1

**TASK:** To emphasize key aspects of DA Form 2, Personnel Qualification Record - Part I

**CONDITION:** Given DA Form 2 selected from your unit and guidance within this module.

**STANDARD:** You must be able to:

1. Spot check DA Form 2 within your unit to determine the document is updated as changes occur.
2. Establish controls to insure DA Form 2 for Commissioned and Warrant Officers are posted indicating the height, weight, and the date height and weight were obtained. A copy of the DA Form 2 must be returned to 1A, ATTN: AFKA-PA-RC. (Reference 1A letter, AFKA-PA, dated 25 October 1978, Subject: Reporting Procedures for Officer Weight Control Program).
3. Use the DA Form 2 to determine utilization of individual soldiers based upon their qualifications as indicated on this and other documents.

- REFERENCE:**
1. AR 640-2-1, Personnel Qualification Records.
  2. AR 680-29, Military Personnel, Organization, and Type of Transaction Codes.
  3. 1A Reg 140-41, Use of Transcript of Master Personnel Record and 1AA Form 134 to update the Reserve Personnel Master File (RPMF).
  4. 1A letter, AFKA-PA-RC, Subject: DA Form 1379 Information Bulletin for April 1980, dated 25 March 1980.

**WHAT TO DO:**

1. Insure that the annual reconciliation DA Form 2 prepared by 1A are updated with the original copy returned to 1A, if required. (Reference 1A DA Form 1379 monthly transmittal letter, Subject: Correction of DA Form 1379), and 1A letter, AFKA-PA-RC, Subject: DA Form 1379 Information Bulletin for April 1980, dated 25 March 1980.
2. Insure that Commissioned and Warrant Officer Annual Reconciliation DA Form 2 prepared by 1A are updated, posted with height and weight, with original copy returned. (Reference 1A DA Form 1379 monthly transmittal letter, Subject: Correction of DA Form 1379, and 1A letter, AFKA-PA-RC, Subject: DA Form 1379 Information Bulletin for April 1980, dated 25 March 1980.)

MODULE 1-6-1

3. Establish controls for supervising the preparation and maintenance of DA Form 2 and insure that personnel management data in support of local data bases are accurately and timely submitted. (Reference para 1-2, AR 640-2-1).

4. Establish controls to preclude unauthorized access to privacy act information. (Reference Para 1-4, AR 640-2-1).

## 1. References. a. AR 640-2-1.

b. AR 680-29.

c. 1A Cir 140-41.

2. A computer produced preprinted DA Form 2 will be provided monthly for those reservists whose birthday falls within the ensuing month. Upon receipt of DA Forms 2, records custodians will insure that each individual reviews their records for the purpose of verifying or updating information contained therein. Computer printed entries will only be lined out if there is a correction or change, which will be entered above the original entry.

3. In correcting or updating DA Form 2, care should be taken to make sure the correct codes as shown in reference 1b and 1c, above, are used. These instructions are in addition to, or modify any instructions on the reverse of DA Form 2. Special attention is directed to the following additional requirement in order to update the Reserve Personnel Master File (RPMF). All changes or corrections to the DA Form 2 will be used as input to update the RPMF, EXCEPT as specified below.

a. Heading. The printed SSN, UIC, ARCOM/GOCOM code and sixteen digits of last name need to appear above Item 1 and no update action. Changes to these items will be made in the body of the form as outlined below.

b. Item 1. Names are limited to twenty-five (25) spaces. An asterisk (\*) at the end of the name indicates a name in excess of the 25 spaces. No hyphens or numerics are authorized. If there is an error line out old name and enter correct name above. Complete middle names are required.

c. Item 2. Changes in SSN will be indicated but will not be used to update the RPMF. If a change is required insure that the correct information is entered on DA Form 1379 in accordance with AR 140-185.

d. Item 4. Change in Military Personnel Class will be indicated but will not be used to update the RPMF. Change will be posted to DA Form 1379 in accordance with AR 140-185.

e. Item 5. As of date DA Form 2 was produced from information on RPMF. No update or change will be made.

f. Item 6. Indicates an "ANNUAL" requirement. No update or change will be made.

g. Item 8. The space is being utilized to print ARGO and TCC code to which reservist is assigned. No update or changes will be made.

h. Item 9. Under GRADE in this block are 3 sub-blocks as described.

(1) PROM IND: For officers and warrant officers only the Promotion Consideration Code (PCC) will be printed. Codes are listed in Note 9, 1A Cir 140-41. If a change is required the authority for change will be annotated at the bottom of the form in Section VII in Unit 3 block. No change will be used to update the RPMF without authority.

(2) ABBR and CODE. Changes in grade or rank abbreviation or code will be indicated but will not be used to update the RPMF. If a change is made, insure the correct information is entered on DA Form 1379 together with the authority and Date of Rank in accordance with AR 140-185.

i. Item 10. Year, month, day of Date of Rank (DOR). Corrections to Date of Rank that do not involve changes to grade or rank will be used to update the RPMF for enlisted personnel only. Date of Rank for officers and warrant officers will be indicated but will not be used to update the RPMF unless a copy of the order or authorization for the

This supersedes Inclosure 1 to letter, AFKA-PA-RC, this headquarters, 24 February 1978, subject: Correction of DA Forms 1379.

Inclosure 1 to Mar 80 DA Form 1379 Information Bulletin

change is attached. Change in this item will affect the promotion eligibility of the officer/warrant officer.

j. Item 11. (Officers and Warrant Officers only). If a change in either basic branch or detail branch then quote the authority on the bottom of the form. For warrant officer a constant "WO" will be basic branch. No change will be posted without authority. The block for "CONTROL" under branch is not used in the USAR.

k. Item 12. Indicates a voluntary reservist. No change to printed data required.

l. Item 13. Use codes listed in paragraph 1-103, AR 680-29. The code is printed in the "CODE" block. In the "ABBR" block is the abbreviation for the code.

m. Item 14. (1) Enlisted - Year, Month, Day of ETS, changes because of extension of enlistment or immediate reenlistment will be indicated but will not be extracted from DA Form 2 and used to update the RPF. Corrections to the ETS, not due to previous sentence, will be designated with an (E) in pencil after the corrected date and will be used to update the RPF. Insure all changes are compatible to what is reported on JUMPS-RC.

(2) Officers and Warrant Officers. This item is overprinted with "DETS" which is the date the member is eligible for Transfer to the Standby Reserve as reflected on DA Form 3726. If incorrect line out and enter correct date above. Date cannot be greater than MRD (Item 51).

(3) In the lower right corner of Block 14 is a code which is the Initial Active Duty Training Status Code (ACD). See page D-5 and D-6, AR 140-185 for codes. Any changes for this code will be made on DA Form 1379 in accordance with AR 140-185.

n. Item 16. Changes to this item will be indicated but will not be used to update the RPF. If changes are made, insure the correct information is entered on DA Form 1379 so the RPF can be updated. The following guidance will be followed:

(1) Enlisted Personnel. PMOS and PASI must be valid codes as outlined in AR 611-201, with the most recent changes. Care will be taken to insure skill digit is compatible to grade.

(2) Warrant Officers. PMOS and PASI must be valid codes as outlined in AR 611-112, with the most current changes.

(3) Officers. Primary Specialty Skill Identifiers (PSSI) and Primary Additional Skill Identifiers (PASI) must be valid codes as outlined in AR 611-101 with the most current changes.

o. Item 18. Changes or additions to this item will be in accordance with guidance for Item 16 (1), (2), and (3) above.

(1) Enlisted Personnel and Warrant Officers. Entry will reflect secondary MOS (SMOS) and Secondary ASI (SASI), and cannot be the same as the PMOS/PASI as shown in Item 16.

(2) Officers. Entry will reflect Additional Speciality Skill Identifiers (ASSI) and the Alternate or Second Additional Skill Identifiers and cannot be identical to the PSSI/PASI as shown in Item 16.

p. Item 20. Changes to this item will be indicated but will not be used to update the RPF. If changes are made insure correct information is entered on DA Form 1379 in accordance with AR 140-185. Under "DUTY" there are blocks "MOSC" and "ASI".

(1) The entry under "MOSC" reflects the DMOS for enlisted and warrant officers and the DSSI or first five (5) digits of the Position Requirement Code (PRC) for officers.

(2) The last digit of the "MOSC" block is the Duty Qualification Code (DMSQ) which shows a "Q" for qualified or "N" for not qualified.

(3) The entry, if present, under the "ASI" block, is the DASI for enlisted and warrant officers and the last four (4) digits of Position Requirement Code (PRC) for officers (Reference page 1-5, AR 611-101).



q. Item 21. For enlisted personnel only. The Individual Incentive Status Code (IISD) and Individual Incentive Effective Date (IIED) is printed in the appropriate block. Codes are at Note 4, 1A Cir 140-41. Any changes will be indicated but will not be used to update the RPMF. The DA Form 1379 will be used to do this in accordance with instructions in AR 140-185.

r. Items 23 and 24. Be sure correct codes are reported and if an item is to be deleted, line out and enter DELETE above it. Only a language in which proficiency has been determined in accordance with AR 611-6 on DA Form 330 will be recorded. See para 1-40, AR 680-29.

s. Item 28. Within the blocks AERO and FLYS are printed to denote current aeronautical rating and flying status. The AERO Code (Note 1, 1A Cir 140-41) will be reflected under CODE and FLYS status (1 on flying status by HQ First US Army Orders and 2 not on flying status) under EFFECTIVE DATE. Both codes must be corrected at the same time by lining out old codes and entering new codes above. AERO and FLYS must be compatible; compatibility between AERO and PMOS, PSSI/ASSI, and PASI/AASI is checked, and FLYS status must be identical to that reported on JUMPS-RC.

t. Item 30. Date of last physical examination (Year and Month only) is printed. Must not be over four years old. If incorrect line out old date and enter new date above. Always report Item 31 when correcting/updating this item.

u. Item 31. Use codes listed in para 1-55, AR 680-29. Physical Category Code must be compatible to the Physical Profile in AR 611-201 for PMOS reported in Item 16 for all enlisted personnel. Following compatibility chart will be used:

<u>6 Digit Physical Profile in AR 611-201</u>	<u>Current Physical Category Code Must Be</u>
"1" in each Position	A
"2" in at least 1 Position, but no "3" or "4"	A or B
"3" in at least 1 Position, but no "4"	A-H, J, L, M, N, P, or U

v. Item 32. Security Clearance Code listed in para 1-104, AR 680-29 will be used. Code reported must agree with degree of clearance. When a change is reported then the year and month the investigation was completed will be entered in validation block and must be present to update Security Clearance on the RPMF.

w. Item 41. (Enlisted Personnel only) Armed Forces Qualification Test Group (AFQT) percentile score will be printed. It is required for all enlisted personnel and must be compatible to the PPN under which the reservist enlisted.

x. Item 42. (1) Highest Military Education and Code. Code only the highest level of military education completed. For officers and warrant officers this item must be completed. For enlisted personnel who have completed some level of NCO school enter the proper code. Use only codes in Note 8, 1A Cir 140-41. The abbreviation for all codes appear to the left of the code within this block.

(2) Civilian Education Codes in para 1-100, AR 680-29 will be used. For personnel with civilian education coded prior to 1 October 1978 code 4 and 5 are valid and will not be changed unless status is changed. Codes A, B, C, D and E will be used for personnel coded after 1 October 1978 or when the status has changed.

y. Item 43. This space will be used to record Service School Enrolled. Applicable to Commissioned and Warrant Officers only. Codes listed below will be used. If code 6A or 07 is posted also show Branch Code. Example: "6A (EN)".

<u>CODE</u>	<u>COURSE DESCRIPTION</u>
01	National War College
2A	National Security Management Seminar Program (MSM) (C). (Completed by correspondence only) (486 hours)
2B	National Security Management Correspondence Program (MSM) (S) (360 hours)
03	Army, Navy or Air War College

CODE      COURSE DESCRIPTION

04      Armed Forces, Army, Air or Navy Staff College  
5A      Any of the US Army Command and General Staff College Courses or Alternate  
5b      Selective Service Extension Courses  
6A      Officers Advanced or Career Courses  
AA      Warrant Officer Senior Course (WOSC)  
07      Officers Basic Branch Courses  
08      Specialist Courses  
09      Not Enrolled

2. Item 45. The following data will be recorded in this block:

(1) CGRD - Civilian Grade. Applicable only to members who are Federal Employees.  
Only the following codes will be used:

WG01 thru WG15  
WL01 thru WL15  
WS01 thru WS19  
GS01 thru GS18

(2) COCC - Civilian Occupation. Applicable only to members who are employed full time in a civilian occupation. Use one of the codes listed in Appendix E, AR 680-29.

(3) EMPL - Civilian Employer Code. Applicable to all individuals employed full time. Codes listed below will be used. If code "E" is reported the individual Civil Service Computation Date (YYMMDD) will be entered above the code; in this case both items are required to update RPMF.

ELECTED OFFICIALS

A = Elected, US Senate  
B = Elected, US House of Representatives  
C = Elected, State Official  
D = Elected, Local Official (City, County, Town, etc.)

CIVILIAN FEDERAL GOVERNMENT EMPLOYEES

E = Legislative Branch  
F = Judicial Branch  
G = Executive Office of the President  
H = Department of Agriculture  
I = Department of Commerce  
J = Department of Defense  
K = Department of the Army  
L = Department of the Navy  
M = Department of the Air Force  
N = Department of Energy  
O = Department of Health, Education and Welfare  
P = Department of Housing and Urban Development  
Q = Department of Interior  
R = Department of Justice  
S = Department of Labor  
T = Department of State  
U = Department of Transportation  
V = Department of Treasury  
W = US Postal Service  
X = Veterans Administration  
Y = Other Federal Agency

OTHER EMPLOYEES

Z = State/Commonwealth/Territories  
1 = City/Town/County, etc.  
2 = Private Industry  
3 = Self-Employed  
4 = Full-Time Student  
5 = Unemployed

aa. Item 46. Pay Entry Base Date (PEBD). Insure this item agrees with PEBD reported on JUMPS-RC. Item reflects year-month-day.

ab. Item 48. The Year, Month, Day of the Constructive Commissioned Service Date (CCSD) is printed. Applicable for Officers and Warrant Officers only. This will be the date of acceptance of initial appointment or the date of acceptance of reappointment MINUS PRIOR commissioned or warrant officer service. If given constructive credit in Item "D" of the appointment letter (AMEDD and JAGC appointments) then CCSD = date of the letter MINUS years, months, days of credit granted. If appointed in BR-S "CH" as a 1LT, CCSD = 3 years prior to acceptance of the appointment. (See AR 135-101, AR 135-100 and use 1AA Form 114). If a correction is made then the MRD and DOB must be verified. Use 1AA Form 114 to recompute MRD. A copy of the 1AA Form 114 will be attached to the DA Form 2 being submitted to update the RPF.

ac. Item 51. The Year, Month, Day of the Mandatory Removal Date (MRD) is entered in the block. 1AA Form 114 (Jun 79) will be used to compute this date. If changed a copy of the computation (1AA Form 114) will be attached. For officers authorized retention until age 60, and for all warrant officers, the MRD will be adjusted to the last day of the month in which he becomes 60.

ad. Item 52. Item reflects year-month-day. : date is corrected for officers and warrant officers recompute the MRD using 1AA Form 114.

ae. Item 53. Item contains RACE Abbreviation and CODE for that race. Use one of the following codes.

C - Caucasian  
N - Negro  
R - Red American Indian  
M - Yellow, Asian/Mongoloid  
X - Other

af. Item 54. Item contains SEX and CODE. Code M for Male and F for Female.

ag. Item 55. Item contains Religious Denomination Code. Codes are listed at Note 3, 1A Cir 140-41.

ah. Item 56. This is the Source of Commission (SRCE) for officers and warrant officers; the codes are at Note 6, 1A Cir 140-41, and Source of Original Entry (SDE) for enlisted personnel with the codes listed at Note 7, 1A Cir 140-41.

ai. Item 59 and 60. For marital and dependency status, codes are located in para 1-101, AR 680-29. Use of correct code causes number of dependents to be printed in Item 60.

aj. Item 62. This will be printed for officers and warrant officers only and is the date the last officer efficiency report was submitted. Change will be indicated but will not be used to update the RPF. This information is coded by the Officers Branch, HQ First US Army, and AFKA-PA-ROP is responsible for updating this item.

ak. Item 68. Program Procurement Number (PPN) is printed. Officer's PPNs are located in AR 601-110. Enlisted Personnel's PPNs will be extracted from DD Form 4 or 1966/1. The conversion of an enlisted PPN to prior service PPN upon reenlistment was discontinued in January 1979. PPNs on the RPF will not be changed because of immediate reenlistment.

al. Item 70. The following data will be entered in this block. Basic input for Items (1) (2) and (3) was taken from Personnel Suspense Roster (A47MBA) submitted semi-annually to HQ First US Army.

(1) IRYE - Inclusive Retirement Year Ending (RYE) Date. This is the year, month, day on which the TPTS/YR (next two items) has been computed.

(2) TPTS - Total Cumulative Retirement Points. Total retirement points as of IRYE date, must not be less than YR (next item) x 50. Insure 1 point is included for each day of active duty.

(3) YR - Total Number of Satisfactory Years of Service Towards Retirement as of IRYE Date. Active duty service or reserve duty in which a minimum of 50 points per year has been earned.

(4) SGLI- Serviceman's Group Life Insurance. Use codes at Note 2, 1A Cir 140-41. Must be identical to what is reported on JUMPS-KC.

(5) ETH - Ethnic Group. Use codes in para 1-29, AR 680-29.

am. Item 83. Unit Identification Code (UIC) of member as reported on RPMF. If reservist has changed unit of assignment correct UIC code in this item.

an. Section VIII. Local Data. The requirements of letter this headquarters, AFKA-PA-R, dated 25 October 1978, subject: Reporting Procedures for Officers' Weight Control Program will be complied with, except that weight control data will be entered in this section, or if additional space is required in Section VII on Unit 3 line. Reservist will sign this form and officer verifying this data will sign in space provided.

4. Upon completion of the review by the reservist and update procedure, distribution will be made as follows:

a. Place the recent original copy (RECORD COPY 1) in the individual's 201 file. The previous (old) original copy of DA Form 2 currently on file should be given to the individual for his personal files.

b. Return the duplicate copy (UNIT COPY 2) to HQ First US Army, ATTN: AFKA-PA-RC. Returned annotated copy will be used to update the RPMF as described herein. If additional copies are received, they will be destroyed but not returned to HQ First US Army. Insure update information provided is legible.

5. Only DA Forms 2 with "ANNUAL" in Item 6 and computer produced by HQ First US Army will be returned. Copies of any DA Form 2 initiated (typed) at unit level or from other sources will never be provided this headquarters.

6. If forms are received by a unit for individuals who have transferred to another Reserve unit, annotate Section VII with the new unit identity and UIC and forward them to the gaining unit for appropriate action. If individuals have been discharged or transferred to a RCPAC Control Group, destroy those DA Forms 2.

7. If an individual's records are unavailable because of reclassification, promotion board, etc, hold the DA Form 2 and complete the review as the records become available.

8. Cover letters and/or transfer documents are not required when returning DA Form 2.

9. Under normal circumstances, the annual review of DA Form 2 should be completed and, copies returned to this headquarters within two months after receipt by the unit. This will result in a more timely update to the RPMF and both the unit and individual reservist will benefit.

# **DA FORM 2**

### PREFACE

This handout has been provided to assist those individuals charged with maintaining PART 1 - Personnel Qualification Record (DA Form 2).

This handout incorporates the requirements of Inclosure 1, to March 1980, DA Form 1379, Information Bulletin and satisfies the requirements of AR 640-2-1.

There will be no changes published to this handout; therefore, if you use this handout, you, the user, must pay close attention to changes issued to AR 640-2-1 as well as all First US Army DA Form 1379, Information Bulletins, announcing First Army Requirements.

HEADING (Perm)

The printed SSN, UIC, ARCOM/GOCOM Code and sixteen digits of last name need to appear above item 1 with no update action required. Changes to these items will be made in the body of the form. (See Figure 1.)

ITEM 1 (Perm)

Enter the individual's LAST NAME, space, FIRST NAME, space, MIDDLE NAME, space, SUFFIX (if applicable). All capital letters. Within names, spaces and punctuation must be edited out. Names are limited to twenty-five (25) spaces. An asterisk (\*) at the end of a name indicates a name that is in excess of 25 spaces. If there is an error, line out old name and enter correct name above. (See Figure 1.)

[REDACTED] WAAAA 0 JONES	
1. NAME	2. SOCIAL SECURITY NO.
JONES, JOHN JACOB JR.	[REDACTED]

(FIGURE 1)

ITEM 2 (Perm)

Enter the individual's Social Security Number with a hyphen following the 3d and 5th digits. (See Figure 1.)

ITEM 3

Leave this item blank.

ITEM 4 (Pencil)

Enter the military personnel class code. (See code #42, AR 680-29) (See Figure 2.)

- O -- Officer
- E -- Enlisted
- W -- Warrant Officer

ITEM 5 (Pencil)

As of date DA Form 2 was produced from information on RPMF for "ANNUAL" forms, enter the date prepared for manually prepared forms (YYMMDD). (See Figure 2).

ITEM 6 (Permanent)

Indicates an "ANNUAL" requirement. No update or change will be made. Enter "NON-SIDPERS" if manually preparing the form on newly assigned personnel. NON-SIDPERS forms will not be forwarded to First Army.

ITEM 7

Leave this item blank.

ITEM 8 (Permanent)

This space is being utilized to print ARGO and TCC Code to which reservist is assigned. No update or changes will be made. (See Figure 2).

11 - IDENTIFICATION			ARGO TCC	
4. MPC	5. DATE PREPARED	6. TYPE OF RECORD	7. VOUCHER NO.	8. REPORT DATE
0	800715	ANNUAL		

(FIGURE 2)

ITEM 9 (Pencil)

Under GRADE in this block are three sub-blocks. (See Figure 3).

PROM IND: For officers and warrant officers only, the Promotion Consideration Code (PCC) will be printed. Codes are listed in Note 9, Appendix C, 1A Reg 140-41. If a change is required, the authority for change will be annotated at the bottom of the form in Section VII in Unit 3 block.

ABBR and CODE: Enter the grade abbreviation and code (See Code #29, AR 680-29). Changes in grade or rank abbreviation or code will be indicated.

9. GRADE		
PROM IND	ABBR	CODE
NC	1LT	F

(FIGURE 3)



ITEM 10 (Pencil)

Year, month, day of DATE OF RANK (YYMMDD). Change in this item will affect the promotion eligibility of the officer/warrant officer. (See Figure 4).

ITEM 11 (Pencil)

Officers and Warrant Officers only. If a change in either basic branch or detail branch then quote the authority on the bottom of the form. For Warrant Officer, a constant "WO" will be basic branch. The block for "CONTROL" under branch is not used in the USAR. (See Figure 4).

ITEM 12 (Permanent)

Indicates a voluntary reservist. Enter "RES" and "V". No change to printed data required on annual forms. (See Figure 4).

10. DATE OF RANK	11. BRANCH			12. SERVICE COMPONENT		13. SVC AGREEMENT OR TERM OF SVC		14. ESA OR ETS DATE
	BASIC	CONTROL	DETAIL	ABBR	CODE	ABBR	CODE	
730622	AG			RES	V	INDEF	R	990621

(FIGURE 4)

ITEM 13 (Pencil)

Enter the abbreviation and code for term of service. (See Code #103, AR 680-29). (See Figure 4).

ITEM 14 (Pencil)

Enter the ESA or ETS DATE (YYMMDD). Enlisted -- year, month, day of ETS, changes because of extension of enlistment or immediate reenlistment will be indicated. Corrections to ETS not due to immediate reenlistment will be designated with an (E) in pencil after the corrected date and will be used to update the RPF.

Officers and Warrant Officers. This item is overprinted with "DETS" which is the date the member is eligible for transfer to the Standby Reserve as reflected on DA Form 3726. If incorrect, line out and enter correct date above. Date cannot be greater than MRD, (Item 51). (See Figure 4).

In the lower right corner of Block 14 is a code which is the Initial Active Duty Training Status Code (ACD). See page D-5 and D-6, AR 140-185 for codes. All changes of this code will be made on DA Form 1379.

ITEM 15

Leave this item blank.

ITEM 16 (Pencil)

Enter the three-character primary SSI Code for officers.

--Warrant Officers will have five-character MOS codes entered using a "0" (Zero) suffix if no other suffix has been awarded.

--Enlisted personnel will have the five-character MOS codes entered including the appropriate SQI's if any.

--Two-character ASI's will be entered when appropriate for all personnel. (See Figure 5).

ITEM 17

Leave this item blank.

ITEM 18 (Pencil)

Enter the three-character alternate SSI Code for officers.

Enter the five-character Secondary MOS Code for warrant officers and enlisted.

Enter the two-character ASI's when appropriate for all personnel. (See Figure 5).

ITEM 19

Leave this item blank.

ITEM 20 (Pencil)

The entry under "MOSC" reflects the DMOS for enlisted and warrant officers and the DSSI or first five (5) digits of the Position Requirement Code (PRC) for officers.

The last digit of the "MOSC" block is the Duty Qualification Code (DMSQ) which shows a "Q" for qualified or "N" for not qualified.

The entry, if present, under the "ASI" block is the DASI for enlisted and warrant officers and the last four (4) digits of Position Requirement Code (PRC) for officers. (See Figure 5).

ITEM 21 (Permanent)

For enlisted personnel only. The Individual Incentive Status Code (IISD) and Individual Incentive Effective Date (IIED) is printed in the appropriate block. Codes are at Note 4, Appendix C, 1A Reg 140-41. (See Figure 5).

1A. PRIMARY		1B. ADDITIONAL OR SECONDARY		20. DUTY		21. ENL/REENL BONUS	
MOSC	ASI	MOSC	ASI	MOSC	ASI	IISD	IIED DATE
92A		87B		92A00Q			

(FIGURE 5)

ITEM 22

Leave this item blank.

ITEMS 23 & 24 (Permanent)

Enter the description and code for language(s). (See Code #37, AR 680-29). Only a language in which proficiency has been determined in accordance with AR 611-6 on DA Form 330 will be recorded. (See Figure 6).

ITEM 25

Leave this item blank.

### ITEMS 26 & 27 (Pencil)

Enter code for incentive pay(s). (See Code #34, AR 680-29). Enter the effective date(s) (YYMMDD). (See Figure 6).

### ITEM 28 (Permanent)

Within the blocks AERO and FLYS are printed to denote current aeronautical rating and flying status. The AERO code (Note 1, Appendix C, 1A Reg 140-11) will be reflected under code and FLYS status (1 on flying status by HQ, First Army Orders and 2 not on flying status) under EFFECTIVE DATE. Both codes must be corrected at the same time by lining out old codes and entering new codes above. AERO and FLYS must be compatible. Compatibility between AERO and PMOS, PSSI/ASSI, and PASI/AASI is checked and FLYS status must be identical to that reported on JUMPS-RC. (See Figure 6).

### ITEM 29 (Pencil)

Enter code for special pay(s) other than Flight (see Code #71, AR 680-29). Enter the effective date(s) (YYMMDD). (See Figure 6).

### ITEM 30 (Pencil)

Date of last physical examination (year and month only) is printed. Must not be over four years old. If incorrect, line out old date and enter new date above. Always report Item 31 when correcting/updating this item. (See Figure 6).

### ITEM 31 (Pencil)

Use codes listed in Para 1-55, AR 680-29. Physical Category Code must be compatible to the Physical Profile in AR 611-201 for PMOS reported in Item 16 for all enlisted personnel. Following compatibility chart will be used: (See Figure 6).

6-Digit Physical Profile in AR 611-201:	Current Physical Category Code Must Be:
"1" in each position	A
"2" in at least one position, but no "3" or "4"	A or B
"3" in at least one position, but no "4"	A-H, J, L, M, N, P, or O

23. LANGUAGE IDENTITY NUMBER 1		24. LANGUAGE IDENTITY NUMBER 2	
DESCRIPTION	CODE	DESCRIPTION	CODE
GERMAN	GM	JAPANESE	JA

25. INCENTIVE PAY NO. 1	
CODE	EFFECTIVE DATE
JUMP	730821

27. INCENTIVE PAY NO. 2		28. SPECIAL PAY NO. 1		29. SPECIAL PAY NO. 2		30. PULSES	31. PHYS CAT CODE	32. SECURITY CLEARANCE	
CODE	EFFECTIVE DATE	CODE	EFFECTIVE DATE	CODE	EFFECTIVE DATE			DEGREE OF ACCESS AND CODE	VALIDATED
		AERO	2 FLYS	MED	760912	7909	A	NONE	Z

(FIGURE 6)

### ITEM 32 (Pencil)

Enter the degree of access and code. Security Clearance Code listed in Para 1-104, AR 680-29 will be used. Code reported must agree with degree of clearance. When a change is reported, then the year and month the investigation was completed will be entered in validation block and must be present to update Security clearance on the RPMF. (See Figure 6).

### ITEM 33

Leave this item blank.

### ITEM 34

Leave this item blank.

### ITEM 35

Leave this item blank.

### ITEM 36

Leave this item blank.

### ITEM 37

Leave this item blank.

ITEM 38

Leave this item blank.

ITEM 39

Leave this item blank.

ITEM 40

Leave this item blank.

ITEM 41 (Permanent)

Enlisted Personnel only. Armed Forces Qualification Test Group (AFQT) percentile score will be printed. It is required for all enlisted personnel and must be compatible to the PPN under which the reservist enlisted. (See Figure 7).

ITEM 42 (Permanent)

Highest Military Education and Code. Code only the highest level of military education completed. For officers and warrant officers, this item must be completed. For enlisted personnel who have completed some level of NCO school, enter the proper code. Use only codes in Note 8, Appendix C, 1A Reg 140-47. The abbreviation for all codes appear to the left of the code within this block.

Civilian Education Codes in para 1-100, AR 680-29 will be used. For personnel with civilian education coded prior to 1 October 1978, Codes 4 and 5 are valid and will not be changed unless status is changed. Codes A, B, C, D, and E, will be used for personnel coded after 1 October 1978, or when the status has changed. (See Figure 7).

41 AFQT	42 EDUCATION LEVEL		43 OVERSEA AREA OF PREFERENCE	
	HIGHEST MILITARY AND CODE	CIVILIAN AND CODE	AREA	CODE
	BAS OFF REG CRS 07	MBA	J NATIONAL WAR COLLEGE	01

(FIGURE 7)

#### ITEM 43 (Permanent)

This space will be used to record Service School enrolled. Applicable to Commissioned and Warrant Officer only. Codes listed below will be used. If code 6A or 07 is posted, also show Branch Code. Example: "6A (EN)". (See Figure 7).

<u>CODE</u>	<u>COURSE DESCRIPTION</u>
01	National War College
2A	National Security Management Seminar Program (MSM) (C). (Completed by correspondence only) (486 hours)
2B	National Security Management Correspondence Program (MSM) (S) (360 hours)
03	Army, Navy, or Air War College
04	Armed Forces, Army, Air, or Navy Staff College
5A	Any of the US Army Command and General Staff College Courses or Alternate.
5B	Selective Service Extension Courses
6A	Officers Advanced or Career Courses
AA	Warrant Officer Senior Course (WOSC)
07	Officers Basic Branch Courses
09	Not Enrolled

#### ITEM 44

Leave this item blank.

#### ITEM 45 (Permanent)

The following data will be recorded in this block (See Figure 8):

--CGRAD - Civilian Grade. Applicable only to members who are Federal Employees. Only the following codes will be used:

WG01 thru WG15  
WL01 thru WL15  
WS01 thru WS19  
GS01 thru GS19

--COCC - Civilian Occupation. Applicable only to members who are employed full time in a civilian occupation. Use one of the codes listed in Appendix E, AR 680-29.

--EMPL - Civilian Employee Code. Applicable to all individuals employed full time. Codes listed below will be used. If Code "E" is reported, the individual Civil Service Computation Date (YYMMDD) will be entered above the code; in this case both items are required to update RPMF.

#### ELECTED OFFICIALS

A = Elected, US Senate  
B = Elected, US House of Representatives  
C = Elected, State Official  
D = Elected, Local Official (City, County, Town, etc)

#### CIVILIAN FEDERAL GOVERNMENT EMPLOYEES

E = Legislative Branch  
F = Judicial Branch  
G = Executive Office of the President  
H = Department of Agriculture  
I = Department of Commerce  
J = Department of Defense  
K = Department of the Army  
L = Department of the Navy  
M = Department of the Air Force  
N = Department of Energy  
O = Department of Health, Education, & Welfare  
P = Department of Housing and Urban Development  
Q = Department of Interior  
R = Department of Justice  
S = Department of Labor  
T = Department of State  
U = Department of Transportation  
V = Department of Treasury  
W = Veterans Administration  
Y = Other Federal Agency

#### OTHER EMPLOYEES

Z = State/Commonwealth/Territories  
1 = City/Town/County, etc.  
2 = Private Industry  
3 = Self-employed  
4 = Full-time student  
5 = Unemployed

45 CGRAD COCC EMPL	
GS7	K

(FIGURE 8)



ITEM 46 (Permanent)

Enter Pay Entry Basic Date (YYMMDD). Insure this item agrees with PEBD reported on JUMPS-RC. (See Figure 9).

ITEM 47

Leave this item blank.

ITEM 48 (Permanent)

The year, month, day of the Constructive Commissioned Service Date (CCSD) is printed. Applicable for officers and warrant officers only. This will be the date of acceptance of initial appointment or the date of acceptance of reappointment MINUS PRIOR Commissioned or Warrant Officer service. If given constructive credit in Item "D" of the appointment letter (AMMEDD and JAGC appointments) then CCSD = date of the letter MINUS years, months, days of credit granted. If appointed in BR-S "CH" as a 1LT, CCSD = 3 years prior to acceptance of the appointment. (See AR 135-101, AR 136-100 and use 1A Form 114). If a correction is made, then the MRD and DOB must be verified. Use 1AA Form 114 to recompute MRD. A copy of the 1AA Form 114 will be attached to the DA Form 2 being submitted to update the RPF. (Figure 9).

ITEM 49

Leave this item blank.

46. PEBD	47. BASD	48. CCSD
730622		730413
49. ANTICIPATED DATE OF LOSS	50. YE & MO OUT COMPL	51. MRD
		990621

(FIGURE 9)

ITEM 50

Leave this item blank.

ITEM 51 (Permanent)

The year, month, day of the Mandatory Removal Date (MRD) is entered in the block. 1AA Form 114 (Jun 79) will be used to compute this date. If changed, a copy of the computation (1AA Form 114) will be attached. For officers authorized retention until age 60, and for all warrant officers, the MRD will be adjusted to the last day of the month in which he becomes 60. (See Figure 9).

ITEM 52 (Permanent)

Enter date of birth (YYMMDD). If date is corrected for officers and warrant officers, recompute the MRD using 1AA Form 114. (See Figure 10).

ITEM 53 (Permanent)

Item contains RACE Abbreviation and CODE for that race. Use one of the following codes. (See Figure 10).

C = Caucasian  
N = Negro  
R = Red American Indian  
M = Yellow, Asian/Mongoloid  
X = Other

ITEM 54 (Permanent)

Enter "MALE" and "M" or "FEMALE" and "F". (See Figure 10).

ITEM 55 (Permanent)

Enter religion and code. Codes are listed at Note 3, Appendix C, 1A Reg 140-41. (See Figure 10).

ITEM 56 (Permanent)

Enter the Source of Commission (SRCE) for officers and warrant officers; the codes are at Note 6, Appendix C, 1A Reg 140-41, and Source of Original Enter (SOE) for enlisted personnel with codes listed at Note 7, Appendix C, 1A Reg 140-41. (See Figure 10).

52. DATE OF BIRTH	53. RACE & CODE	54. SEX AND CODE	55. RELIGIOUS DENOMINATION AND CODE	56. SRCE
491128	CAU C	MALE M	ROMAN-CATH 62	1

(FIGURE 10)

ITEM 57 (Permanent)

Enter Non-CONUS Residence and code. Use Code #47, AR 680-29. (See Figure 11).

ITEM 58 (Permanent)

Enter description and code of citizenship status. Use Code #11, AR 680-29. (See Figure 11).

ITEM 59 (Pencil)

Enter "SINGLE" or "MARRIED" and code. Use Code #101, AR 680-29. (See Figure 11).

57. NON-CONUS RESIDENCE		58. CITIZENSHIP STATUS		59. MARITAL STATUS		60. NO. DEPN
AREA	CODE	DESCRIPTION	CODE	ABBREVIATION	CODE	
ALASKA	A	NATIVE-BORN	1	SINGLE	10	

(FIGURE 11)

ITEM 60 (Pencil)

Enter number of dependents. (See Figure 11).

ITEM 61

Leave this item blank.

ITEM 62 (Pencil)

Enter date of last evaluation report (YYMM). This will be machine printed for officers and warrant officers only and is the date the last officer efficiency report was submitted. Change will be indicated. This information is coded by the Officer's Branch, HQ, First US Army, and AFKA-PA-ROP is responsible for updating this item. (See Figure 12).

ITEM 63

Leave this item blank.

ITEM 64

Leave this item blank.

ITEM 65

Leave this item blank.

ITEM 66 (Pencil)

Enter date that award of the Armed Forces Reserve Medal or 10-device is due (YYMM). (See Figure 12).

62. YE & MO LAST RE	63. YE & MO OCASOL	64. PWA END	65. SPN
7912			
66. YE & MO AFSA	67. YE & MO PHOTO	68. PPN	69. PAYROLL NO.
9306		52	

(FIGURE 12)

ITEM 67

Leave this item blank.

ITEM 68 (Permanent)

Enter the individual's procurement program number (PPN). Officer's PPN are located in AR 601-110. Enlisted personnel's PPN's will be extracted from DD Form 4 or 1966/1. The conversion of an enlisted PPN to prior service PPN upon reenlistment was discontinued in January 1979. PPN's on the RPFM will not be changed because of immediate reenlistment. (See Figure 12).

ITEM 69

Leave this item blank.

ITEM 70

Enter the following data in this block: (See Figure 13).

--IRYE - Inclusive Retirement Year Ending (RYE) Date. This is the year, month, day on which the TPTS/YR has been computed.

--TPTS - Total Cumulative Retirement Points. Total retirement points as of IRYE date, must not be less than YR (next item) x 50. Insure 1 point is included for each day of active duty.

--YR - Total number of satisfactory years of service towards retirement as of IRYE date. Active duty service or reserve duty in which a minimum of 50 points per year has been earned.

--SGLI - Servicemen's Group Life Insurance. Use codes at Note 2, Appendix C, 1A Reg 140-41. Must be identified to what is reported on JUMPS-RC.

--ETH - Ethnic Group. Use Code #26, AR 680-29.

IRYE	TPTS/YR	SGL	ETH
800621	255/4	4	X

(FIGURE 13)

ITEM 71

Leave this item blank.

ITEM 72

Leave this item blank.

ITEM 73

Leave this item blank.

ITEM 74

Leave this item blank.

ITEM 75

Leave this item blank.

ITEM 76

Leave this item blank.

ITEM 77

Leave this item blank.

ITEM 78

Leave this item blank.

ITEM 79

This item will be blank unless used to denote authority for changes in Unit 3 block.

ITEM 80

This item will be blank unless used to denote authority for changes in Unit 3 block.

ITEM 81

This item will be blank unless used to denote authority for changes in Unit 3 block.

ITEM 82

This item will be blank unless used to denote authority for changes in Unit 3 block.

ITEM 83 (Permanent)

Unit Identification Code (UIC) of member as reported on RPMF. If reservist has changed unit of assignment correct UIC code in this item. Six characters only.

ITEM 84

Leave this item blank.

ITEM 85

Leave this item blank.

SECTION VIII - LOCAL DATA	
HEIGHT: 69"	WEIGHT: 179
AS OF (DATE): 800720	
SIGNATURE OF MEMBER:	
VERIFIED BY:	

(FIGURE 14)

SECTION VIII - LOCAL DATA

The requirements of First US Army Letter, AFKA-PA-R, dated 25 October 1978, subject: Reporting Procedures for Officers Weight Control Program will be complied with, except that weight control data will be entered in this section, or if additional space is required in SECTION VII on Unit 3 lines. Reservist will sign this form and officer verifying this form and officer verifying this data will sign in space provided. (See Figure 14).

ANNUAL FORMS - Upon completion of the review by the reservist and update procedure, distribution will be made as follows:

--Place the recent original copy (RECORD COPY 1) in the individual's 201 File. The previous (old) original copy of DA Form 2 currently on file should be given to the individual for his personal files.

--Return the duplicate copy (UNIT COPY 2) to HQ, First US Army, ATTN: AFKA-PA-RC. Returned annotated copy will be used to update the RPMF as described herein. If additional copies are received, they will be destroyed but not returned to HQ, First US Army. Insure update information provided is legible.

TIME FRAME - Under normal circumstances, the annual review of DA Form 2 should be completed and copies returned to HQ, First US Army within two months after receipt by the unit. This will result in a more timely update to the RPMF and both the unit and individual reservist will benefit.

NOTES -

1. Only DA Forms 2 with "ANNUAL" in item 6 and computer produced by HQ, First US Army will be returned. Copies of any DA Form 2 initiated (Typed) at unit level or from other sources will never be provided to HQ, First US Army.
2. If forms are received by a unit for individuals who have transferred to another Reserve Unit, annotate Section VII with the new unit identity and UIC and forward them to gaining unit for appropriate action. If individuals have been discharged or transferred to a RCPAC Control Group, destroy those DA Forms 2.
3. If an individual's records are unavailable because of reclassification, promotion board, etc, hold the DA Form 2 and complete the review as records become available.
4. Cover letters and/or transfer documents are not required when returning DA Form 2.



COMMANDER'S WORKBOOK FOR  
ADMINISTRATION/LOGISTICS

GROUP: PERSONNEL  
MODULE: 1-6-2

DA FORM 2-1,  
PERSONNEL QUALIFICATION RECORD - PART II

REFERENCE:  
AR 640-2-1

MODULE 1-6-2

DA FORM 2-1, PERSONNEL QUALIFICATION RECORD-PART II

- TASK: To emphasize key aspects of DA Form 2-1, Personnel Qualification Record-Part II.
- CONDITION: Given DA Form 2-1 selected from your unit and guidance within this module.
- STANDARD: You must be able to:
1. Spot check DA Forms 2-1 within your unit to determine if the document is posted and updated as changes occur.
  2. Use the DA Form 2-1 to determine utilization of individual soldiers based upon their qualifications as indicated on this and other documents.
- REFERENCE: AR 640-2-1, Personnel Qualification Records

WHAT TO DO:

1. Establish controls to preclude unauthorized access to privacy information. (Reference Para 1-4, AR 640-2-1).
2. Establish controls for supervising the preparation and maintenance of Personnel Qualification Records to insure that personnel management data in support of local data bases are accurately and timely submitted. (Reference Para 1-3, AR 640-2-1).
3. Establish controls to insure each individual reviews his/her DA Form 2-1.
  - a. Upon initial preparation.
  - b. Upon reassignment and during inprocessing and outprocessing of records.
  - c. Annually during birth month.

COMMANDER'S WORKBOOK FOR  
ADMINISTRATION/LOGISTICS

GROUP: PERSONNEL  
MODULE: 1-7

DD FORM 722  
HEALTH RECORD  
DA FORM 3444  
TERMINAL DIGIT FILE FOR TREATMENT RECORD

REFERENCE:

AR 40-2  
AR 40-42  
AR 40-403  
AR 40-501  
AR 40-562

MODULE 1-7

DD FORM 722, HEALTH RECORD  
DA FORM 3444, TERMINAL DIGIT FILE FOR TREATMENT RECORD

- TASK:** To emphasize key aspects of DD Form 722, Health Record.
- CONDITION:** Given DD Form 722, or DA Form 3444, selected from your unit, and guidance within this module.
- STANDARD:** You must be able to:
1. Spot check Health Records maintained within your unit to determine if required documents are on file.
  2. Review SF 601, Immunization Record, to determine if required immunizations are up to date.
  3. Review SF 88, Report of Medical Examination, to determine if last physical is current, or required. (More than 4 years old).
- REFERENCE:** AR 40-2, Army Medical Treatment Facilities: General Administration  
AR 40-42, Policy on Confidentiality of Medical Information  
AR 40-403, Health Record  
AR 40-501, Standards of Medical Fitness  
AR 40-562, Immunization Requirements and Procedures

**WHAT TO DO:**

1. Establish controls to preclude unauthorized access to protect privacy information. Insure DD Form 2005 Privacy Act Statement is signed and on file in each Health Record. (Reference AR 40-42 and AR 40-403).
2. Establish controls to insure quadrennial physicals are obtained by unit members. (Reference AR 40-501).
3. Establish controls to insure that required immunizations are maintained current. (Reference AR 40-562).
  - a. Small Pox - every 3 years.
  - b. Typhoid - every 3 years.
  - c. Tetnus - every 6 years.
  - d. Polio - one time.

COMMANDER'S WORKBOOK FOR  
ADMINISTRATION/LOGISTICS

GROUP: PERSONNEL  
MODULE: 1-8

OFFICER EVALUATION REPORTS

REFERENCE:  
AR 623-105

MODULE 1-8

OFFICER EVALUATION REPORTS

TASK: To emphasize key aspects of the Officer Evaluation Report System.

CONDITION: Given the guidance within this module.

STANDARD: You must be able to meet commander's responsibilities as outlined in Para 1-5, AR 623-105.

REFERENCE: AR 623-105, Personnel Evaluation Reports, Officer Evaluation Reporting System.

WHAT TO DO:

1. Insure that rating chains are drawn up by name, given effective dates, published, and distributed to each rated officer and each member of the chain. (Reference Para 1-5a(3), and Chap 3, AR 623-105).
2. Insure that personnel office requirements are met within your unit. (Reference Para 1-5a(9), and Appendix A, AR 623-105).
3. Establish controls to insure that reports are suspended to insure completion and forwarding through appropriate channels.
4. Insure that other commander responsibilities are met (Reference Para 1-5, AR 623-105).
5. Insure that MUSARC requirements are met.

COMMANDER'S WORKBOOK FOR  
ADMINISTRATION/LOGISTICS

GROUP: PERSONNEL  
MODULE: 1-9

ENLISTED EVALUATION REPORTS

REFERENCE:  
AR 623-205

MODULE 1-9

ENLISTED EVALUATION REPORTS

- TASK:** To emphasize key aspects of DA Forms 2166-6, Enlisted Evaluation Reports.
- CONDITION:** Given the guidance within this module.
- STANDARD:** You must be able to:
1. Establish controls to insure preparation and timely submission of EER:
    - (a) Annually for grades E5 and above.
    - (b) Initial (Para 5-5 (AR 629-205))
  2. Spot check Military Personnel Record Jackets within your unit to insure filing and posting requirements are met. (AR 640-10 and item 35, Table 3-2, Chapter 3, AR 640-2-1).
- REFERENCE:** Chapter 5, AR 623-205.

**WHAT TO DO:**

1. Establish controls to insure that:
  - (a) Each rater, indorser, and reviewer receives instructions on the contents of Chapter 3 and 5, AR 623-205.
  - (b) Each member knows who his rater and indorser are through publication and posting an official rating scheme. (Para 1-5, AR 623-205).
  - (c) The personnel officer responsibilities are fulfilled. (Para 3-9, AR 623-205).
2. Insure that rater, indorser, and reviewer responsibilities are met. (Para 3-5, 3-6, 3-8, AR 623-205).



COMMANDER'S WORKBOOK FOR  
ADMINISTRATION/LOGISTICS

GROUP: PERSONNEL  
MODULE: 1-10

ENFORCEMENT PROCEDURES

REFERENCE:

AR 135-91

AR 135-178

1A LETTER AFKA-PA, DTD 12 MAR 81, SUBJ:  
PROCESSING UNSATISFACTORY PARTICIPANTS FOR SEPARATION

## MODULE 1-10

### ENFORCEMENT PROCEDURES

**TASK:** To emphasize key aspects of enforcement procedures for personnel declared unsatisfactory participants.

**CONDITION:** Given the guidance within this module.

**STANDARD:** You must be able to:

1. Identify unsatisfactory participants as recorded at column G, DA Form 1379, US Army Reserve Components, Unit Record of Reserve Training.
2. Establish a suspense system: (1) to insure letters of instruction are forwarded to unsatisfactory participants following each unexcused absence.

**REFERENCE:** AR 135-91, Army National Guard and Army Reserve Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures.

1A Ltr, AFKA-PA, dtd 12 Mar 81, Subj: Processing Unsatisfactory Participants for Separation.

#### WHAT TO DO:

1. Insure all statutorily obligated personnel receive an orientation on their obligation, upon assignment and annually, and sign DA Form 3540. This document must be maintained in the DA Form 201, Military Personnel Records Jacket. (Reference AR 135-91).
2. Advise contractually obligated members of participation requirements and actions that may result for unsatisfactory participation. (Reference 4-4c, AR 135-91).
3. Following each UTA or MUTA from which a member is absent without authority, follow the procedures outlined at AR 135-91. (Reference 4-12 a, AR 135-91 and 1A letter, AFKA-PA, dtd 12 Mar 81, Subj: Processing Unsatisfactory Participants for Separation).
4. When a member is charged with 9 or more unexcused absences, take action as outlined at AR 135-91. (Reference 4-12b, AR 135-91 and 1A letter, AFKA-PA, dtd 12 Mar 81, Subj: Processing Unsatisfactory Participants for Separation).
5. Unexcused absence from Annual Training. (Reference 4-13, AR 135-91 and 1A letter, AFKA-PA, 12 Mar 81, Subj: Processing Unsatisfactory Participants for Separation).
6. Initiate enforcement actions as required, depending on category of the unsatisfactory participants (statutorily obligated or contractually obligated).



DEPARTMENT OF THE ARMY  
HEADQUARTERS, FIRST UNITED STATES ARMY  
FORT GEORGE G. MEADE, MARYLAND 20755

AFKA-PA

12 March 1981

SUBJECT: Processing Unsatisfactory Participants for Separation

Commanders, Major US Army Reserve Commands

1. References: a. C5 to AR 135-91, Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures, 14 May 1980.

b. Interim Change I02 to AR 135-91, Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures, 27 November 1980.

c. C3 to AR 135-178, Separation of Enlisted Personnel, 15 August 1980.

d. Interim Change I01 to AR 135-178, Separation of Enlisted Personnel, 27 November 1980.

e. Interim Change I03 to AR 140-10, Assignments, Attachments, Details, and Transfers, 1 March 1980.

f. Interim Change I02 to AR 140-158, Enlisted Classification, Promotion, and Reduction, 1 March 1980.

2. Pending receipt of formal changes to the above references and revisions to 1A Supplements, the following guidance is provided for processing statutorily and contractually obligated enlisted members who become unsatisfactory participants:

a. Statutorily obligated members with less than 24 months AD/ADT:

(1) Notice of Unexcused Absence or AWOL from AT. A letter of instructions (Incl 1) will be delivered to the member, either in person or by certified mail, RESTRICTED DELIVERY, return receipt requested, as follows:

(a) Following the fourth unexcused absence in a 12-month period or when AWOL from AT.

(b) Following each succeeding unexcused absence, up to and including the ninth absence in a 12-month period. One letter will cover all unexcused absences from a MUTA.

(2) Change of Residence. A letter of instructions (Incl 2) will be delivered to the member, either in person or by certified mail, RESTRICTED DELIVERY, return receipt requested.

(3) Documentary Evidence. Whether notices required by (1) and (2) above are delivered in person or dispatched by certified mail, a copy of each notice and the following, as appropriate, will be placed in the member's MPRJ.

(a) When the notices are personally delivered, the member's signature will be obtained on the file copy as acknowledgment of receipt.

(b) When the certified mail procedure is used, a copy of the notice and either a post office receipt confirming delivery or the returned unopened envelope showing the

\*This letter supersedes 1A letter, AFKA-PA, 21 Jan 81, subject: Processing Unsatisfactory Participants for Separation.

AFKA-PA

SUBJECT: Processing Unsatisfactory Participants for Separation

notice was not delivered will be placed in the member's MPRJ. Mail refused, unclaimed or otherwise not delivered, may not be used as defense against unexcused absences when notices were correctly addressed to the latest official mail address furnished the unit by the member.

(c) The Unit Commander's statement showing his/her determination as to whether there was a cogent or emergency reason which prevented the member from attending that training assembly which resulted in the ninth unexcused absence or AWOL from AT, and the facts or circumstances on which his/her determination is based.

(4) Notice of Unsatisfactory Participation. As soon as possible after the actions above result in a determination that the member is an unsatisfactory participant, but not later than 6 weeks following the date of the ninth unexcused absence, AWOL from AT, or failure to locate and join a Reserve Component, the Unit Commander will personally notify the member in writing that he has been declared an unsatisfactory participant, is not required nor authorized to attend training assemblies or AT (authorized absences will be granted during the waiting period involved), is being considered for separation, his rights, and the proposed characterization of service by IAA Form 841-R (Incl 3), allowing 45 days to reply. Statement (Incl 2 to Incl 3) will be prepared for completion by service member and dated and signed by him and his consulting counsel. Prior to preparing the notification letter, a counsel for consultation, who is a commissioned officer of the Judge Advocate General's Corps, will be appointed (paragraph 1-3b, Interim Change 101 to AR 135-178) and the member provided his name and means of contact. Such counseling may be accomplished face-to-face, by mail, or by telephone, as appropriate. If a JAGC officer is not available, Unit Commander must certify in the permanent record that such officer is not available and state the qualifications of the substituted nonlawyer counsel, who must be a commissioned officer in the grade of first lieutenant or higher. An informational copy of the notification letter to the member will be furnished officer appointed as counsel. If counseling is accomplished by mail or telephone, counsel should provide copies of written communication between himself and member or a statement as to the result of the telephone conversation.

(a) The notification will be mailed to the member by certified mail (Return Receipt Requested) and a receipt for Certified Mail (PS Form 3800) obtained.

(b) If the notice was properly and correctly mailed to the most recent address furnished by the member, it will constitute constructive notice to the member which will satisfy notice requirements for subsequent separation actions. If the mail is returned as unclaimed or undeliverable and no better address can be determined, or the member ~~receives~~ for the notification but fails to respond by the time specified in IAA Form 841-R, such action will constitute a waiver of the member's rights to a hearing before a board of officers.

(5) It is the responsibility of the enlisted member to contact the consulting counsel. Any travel expense required in connection with contacting the counsel will be borne by the service member. The JAGC officer will not be required to travel to consult with the service member.

(6) When service member completes the statement regarding his/her rights and returns it to the Unit Commander, the MPRJ will be screened to insure all documentation required is included. Letter of Transmittal (Incl 4) will be prepared and together with MPRJ will be forwarded to next intermediate commander.

(7) Each intermediate commander will add his recommendation to that of the Unit Commander, by Indorsement, and forward case and MPRJ to this Headquarters, ATTN: AFKA-PA-REP.

AFKA-PA

SUBJECT: Processing Unsatisfactory Participants for Separation

(8) Upon review of the recommendation for separation by this Headquarters and determination that the case is properly documented, one of the following will be accomplished:

(a) Disapprove the recommendation and return the case to Unit Commander for disposition by other means.

(b) Direct case be processed through medical channels, if appropriate.

(c) When the board hearing has been properly and effectively waived, reduce SM to PVT (E-2 or E-1) and direct separation by transfer to the Individual Ready Reserve (IRR) with a tentative characterization of service.

(d) Convene a board of officers. The names of the officers for appointment of board will be requested from the appropriate MUSARC to consider the case.

(9) When the findings and recommendation for separation by the board of officers have been approved by the convening authority at this Headquarters, the member will be reduced to Private E-2 or E-1, as appropriate, UP paragraph 3-38d, AR 140-158, without a separate reduction board. Following reduction action and based on recommendation, orders transferring service member to the IRR will be issued by this Headquarters.

b. Statutorily obligated members with more than 24 months AD/ADT and Contractually Obligated Members.

(1) Statutorily obligated enlisted members who are credited with 24 or more months of AD/ADT and contractually obligated members may be transferred to the Individual Ready Reserve (IRR) as indicated in paragraph 2-23b, AR 140-10, and paragraph 6-22 and 6-24, AR 135-91. These transfers will be accomplished without board action or characterization of service.


(2) When evidence to support nine unexcused absences or AWOL from AT (Incl 5 and 6) has been documented and is contained in the member's MPRJ, IAA Form 831 (Request for Assignment or Attachment of USAR Personnel) will be completed and forwarded to this Headquarters, ATTN: AFKA-PA-REM.

(3) When transfer to the Individual Ready Reserve (IRR) is approved, members will be reduced one grade by this Headquarters IAW AR 140-158.

3. Recommendations for separation of unsatisfactory participants IAW paragraph 2a should be submitted in a timely manner to this Headquarters, ATTN: AFKA-PA-REP, for processing.

FOR THE COMMANDER:

6 Incl  
as

  
RUTH L. SIMMONS  
Colonel, GS  
Deputy Chief of Staff  
Personnel and Administration

CF:  
Cdrs  
USAR Units/Ctrs  
US Army Readiness Mobilization Regions  
MTC  
Comdt, USAR Schools  
SRAAR  
Chiefs, Readiness Groups  
1A Staff  
AFKA-PA-RE (200)  
TAG (2)

LETTER OF INSTRUCTIONS - UNEXCUSED ABSENCE (Statutory Obligator with Less Than 24 Months AD/ADT)		DATE
TO:	FROM:	
<p>1. Attendance records of this unit show that you were:</p> <p>a. ( ) Absent from the scheduled unit training assembly (UTA) or multiple unit training assembly (MUTA) on _____ (Periods and Dates)</p> <p>b. ( ) AWOL from AT.</p> <p>c. ( ) Charged with unexcused absence on _____ because of: (Periods and Dates)</p> <p>( ) Improper Military Appearance.</p> <p>( ) Unsatisfactory Performance of Assigned Duties.</p> <p>2. Under the provisions of AR 135-91, you are required to attend all scheduled unit training assemblies and annual training periods. In addition, you are required to participate in a satisfactory manner with regard to proper military appearance and performance of assigned duties.</p> <p>3. Unless absences indicated in paragraph 1 are excused, you will have accrued _____ unexcused absences within a one-year period. The one-year period begins on the date you incur your first unexcused absence.</p> <p>4. Absences from training assemblies may be excused only for reasons of sickness, injury, emergency, or other circumstances beyond your control. If your absence was for one of these reasons, you should furnish this unit an appropriate affidavit or certification by a doctor, medical officer, or other person(s) having specific knowledge of the emergency or circumstances, requesting that it be excused. Your absence cannot be excused unless your request, and affidavit or certificate, are received within 15 days of the date you receive this letter.</p> <p>5. You will be notified in writing within ten (10) days after receipt of your request as to whether the absence has been excused.</p> <p>6. If you have family responsibilities that are causing a hardship, or in your civilian job is of critical importance to the national or community health, safety, or interest, you should contact me so that I can advise and assist you in the proper procedures to resolve these problems.</p> <p>7. As you are aware, if you accumulate nine (9) unexcused absences within a one-year period, you can be declared an unsatisfactory participant. If this action is taken, a board of officers will be convened to consider the circumstances and make appropriate recommendations. The board may recommend transfer to the Individual Ready Reserve (IRR) for the balance of your statutory obligation at which time you will be discharged, normally under conditions other than honorable.</p>		

1 AA Form 840-R  
Mar 81

Previous Editions Are Obsolete

Incl 1

8. I want to emphasize that the stigma, handicap, and consequences of receiving an other than honorable discharge can have a lasting adverse affect. You should give careful consideration to the consequences of accumulating additional unexcused absences.

9. I hope that as a result of this letter you will take immediate steps to improve your attendance.

10. The next scheduled training assembly for this unit is \_\_\_\_\_ hours  
on \_\_\_\_\_ 19 \_\_\_\_.

\_\_\_\_\_  
SIGNATURE - UNIT COMMANDER

Receipt of the Original Hereof is Acknowledged.

\_\_\_\_\_  
SIGNATURE OF ADDRESSEE (For use when  
the Letter of Instructions is delivered  
in Person)

LETTER OF INSTRUCTIONS - CHANGE OF RESIDENCE

AFKA-

SUBJECT: Change of Residence

\_\_\_\_\_  
(DATE)

TO: \_\_\_\_\_

(GRADE, NAME)

\_\_\_\_\_  
(SOCIAL SECURITY NUMBER)

\_\_\_\_\_  
(PRESENT HOME ADDRESS)

\_\_\_\_\_  
(PRESENT UNIT ASSIGNMENT)

\_\_\_\_\_  
(NEW HOME ADDRESS)

1. This letter authorizes you 90 days in which to locate and join a Reserve component unit at your new place of residence. It also serves as a conditional release if you are accepted for enlistment in another component of the Armed Forces.
2. Obtaining an assignment within 90 days is your responsibility. If you fail to do so by \*\_\_\_\_\_, you can be declared an unsatisfactory participant. If this action is taken, a board of officers will be convened to consider the circumstances and make appropriate recommendations.
3. You may obtain assistance concerning unit vacancies and location at the Army National Guard Armory or Army Reserve Training Center nearest your new residence. When you report to a unit, present this letter to the commander as authority to consider you a priority for acceptance. If you are accepted, your new commander will inform this unit by completing Inclosure 1.
4. Until you have been accepted for assignment, inform this unit of any address changes.

4 Incl

/S/ UNIT COMMANDER

1. Notification of Acceptance

/S/ MEMBER CONCERNED

2. DD Form 4

3. DA Forms 2, 2-1

4. SF88

Receipt Acknowledged

\*Insert 90 days from date of departure from current unit.

NOTE: See paragraph 4-20 for filing a receipted copy in member's  
DA Form 201

NOTE: See Appendix C, AR 135-91, for format of Incl 1 to Ltr of Instr.

1-59

Incl 2



NOTICE OF UNSATISFACTORY PARTICIPATION (Statutory Obligor With Less Than 24 Months AD/ADT)		DATE
TO:		FROM:
<p>1. Reference is made to the inclosed copy of my letter to you dated _____, Subject: Letter of Instructions. As the result of the action indicated below, you are now charged with _____ unexcused absences within a one-year period, or being AWOL from AT or failure to locate and join a Reserve component unit.</p> <p>a. ( ) Your request that your absence(s) from period(s) _____ on _____ be excused, could not be approved. The reason given for your absence(s) does not meet the requirements of paragraph 4-5, AR 135-91.</p> <p>b. ( ) You did not submit a request that you be excused from period(s) _____ on _____.</p> <p>2. In view of above, I must declare you an unsatisfactory participant and initiate action to separate you from this unit for misconduct under the provisions of Section VII, Chapter 7, AR 135-178. If you are separated, your service may be characterized as under other than honorable conditions.</p> <p>3. I am suspending action for 45 days to give you an opportunity to exercise the following privileges:</p> <p>a. To consult with consulting counsel. _____ (NAME)          has been appointed as your consulting counsel. You are ordered to contact him immediately at _____, to either schedule an appointment for consultation or such counseling may be accomplished over the telephone. Should you desire you may write to him at _____ (PHONE NUMBER)          _____ (ADDRESS)</p> <p>and consultation may be accomplished by mail. He will advise you concerning the basis of this contemplated separation and its effects, the rights available to you, and the effect of any action taken by you in waiving such rights.</p> <p>b. To appear and present your case before an administrative separation board.</p> <p>c. To be represented at any hearing by appointed counsel for representation, military counsel of your own choice, if reasonably available, or civilian counsel at your own expense.</p> <p>d. To submit statements in your own behalf.</p>		

IAA Form 841-R  
(Mar 81)

Previous Editions Are Obsolete

e. With the exception of consulting counsel, to waive the above rights in writing.

f. To withdraw your waiver of rights listed in b, c, and d above anytime before the date the separation authority orders, directs, or approves your separation, and request that your case be presented to a board of officers.

4. The final decision as to whether you will be separated from this unit by transfer to the IRR and the character of service you will receive, rests with the separation authority. If your service is characterized as less than honorable, you may expect to encounter substantial prejudice in civilian life. There is no automatic upgrading or review of the characterization of service. If transferred to the USAR Control Group (Annual Training) it may be upgraded by:

a. Rejoining the same or another ARNG or USAR unit and participating satisfactorily for a period of 12 months; or,

b. Volunteering for and satisfactorily completing a tour of at least 45 days active duty for training. If neither of these actions are taken, the characterization of service at discharge will be the same as awarded on transfer to the IRR.

5. You are not required nor authorized to attend meetings or annual training while this action is pending.

6. Acknowledgement of this letter is required by \_\_\_\_\_  
DATE (45 DAYS)

Failure to respond to this letter and request consideration by an administrative separation board will be considered a waiver of that right. Accordingly, you are ordered to contact your counsel indicated in paragraph 3 above, at the earliest possible date.

2 Incl

1. Cy, Ltr of Instr.

2. Statement

\_\_\_\_\_  
SIGNATURE OF UNIT COMMANDER

Receipt of Original Hereof is Acknowledged.

\_\_\_\_\_  
SIGNATURE OF ADDRESSEE (For use when  
notice is personally delivered)

Incl 3

2  
1-61

SEPARATION UNDER THE PROVISIONS OF CHAPTER 7, AR 135-178

DATA REQUIRED BY THE PRIVACY ACT OF 1974  
(5 USC 522a)

Authority: Section 301, Title 5, USC and Section 3012, Title 10, USC

Purpose: To obtain acknowledgement from the member of notification of proposed separation and statement of understanding pertaining thereto.

Routine Uses: Used by commanders to process USAR member recommended for separation under AR 135-178 because of Misconduct, Chapter 7. If separation is approved, information is filed in the MPRJ. This personal information may be used by other appropriate Federal agencies and State and Local Government authorities where use of the information is compatible with the purpose for which the information was collected. Disclosure is voluntary. If service member refuses to provide information, separation may be accomplished using information available.

---

DATE MEMBER AND COUNSEL SIGN STATEMENT

SUBJECT: Separation Under AR 135-178

TO: (SEPARATION AUTHORITY)

1. I have been advised by my consulting counsel of the basis for the contemplated action to accomplish my separation for Misconduct, Chapter 7, under AR 135-178, and its effects; of the rights available to me; and the effect of any action taken by me in waiving my rights.
2. I (request)(waive) consideration of my case by a board of officers.
3. I (request)(waive) personal appearance before a board of officers.
4. Statements in my own behalf (are)(are not) submitted herewith (Incl \_\_\_\_).
5. I (request)(waive) representation by (counsel of representation) (\_\_\_\_\_) as my military counsel (civilian counsel at my own expense).
6. I understand that I may, up until the date the separation authority directs or approves my separation, withdraw this waiver and request that a board of officers hear my case.

Incl 2 to Incl 3

SUBJECT: Separation Under AR 135-178

7. I understand that I may expect to encounter substantial prejudice in civilian life if my service is characterized as under honorable conditions or under other than honorable conditions. I further understand that as the result of a characterization of service of under other than honorable conditions, I may be ineligible for many or all benefits as a veteran under both Federal and State Laws.

8. I understand that there is no automatic upgrading or review by any government agency of any characterization of service which is less than honorable.

9. I understand that should I be approved for separation, I will be transferred to the Individual Ready Reserve (IRR) to complete my military service obligation. I may upgrade my characterization of service by rejoining the same or another ARNG or USAR unit and participating satisfactorily for the remainder of my military service obligation, but not less than 12 months, or by volunteering for and satisfactorily completing a tour of at least 45 days active duty for training.

10. I have retained a copy of this statement.

\_\_\_\_\_  
(SIGNATURE OF INDIVIDUAL)

\_\_\_\_\_  
(TYPED NAME, SSN, GRADE)

Having been advised by me of the basis for his contemplated separation and its effects, the rights available to him and the effect of a waiver of his rights, \_\_\_\_\_, knowingly made the choices indicated

(NAME OF INDIVIDUAL)  
in the foregoing statement.

\_\_\_\_\_  
(SIGNATURE OF COUNSEL)

\_\_\_\_\_  
(TYPED NAME, SSN, GRADE, BRANCH)

\_\_\_\_\_  
(DATE COUNSEL SIGNED STATEMENT)

Incl 2 to Incl 3

2

1-63

AFKA-

SUBJECT: Unsatisfactory Participation of Statutory Obligated Members (Who Have Not Served 24 Months Active Duty)

THRU: Channels

TO: Commander  
First United States Army  
ATTN: AFKA-PA-REP  
Fort George G. Meade, MD 20755

1. Recommend \_\_\_\_\_  
(GRADE) (NAME) (SSN)  
be considered for separation for Misconduct UP Section VII, Chapter 7, AR 135-178, by reason of unsatisfactory participation.
2. SM enlisted in the US Army Reserve on \_\_\_\_\_ for  
(DATE)  
\_\_\_\_\_, has a statutory obligation, and has not completed  
(TERM OF ENLISTMENT)  
24 months active duty.
3. Justification for this recommendation is supported by documentation in attached MPRJ on which SM was declared an unsatisfactory participant for one of the following reasons:
  - a. ( ) Paragraph 4-11, AR 135-91 (Unexcused absences from unit training assemblies) with documentation below:
    - (1) ( ) Letter of Instructions (LAA Form 840-R) to member, with signed certified receipt or returned envelope for each notification (paragraph 4-12a).
    - (2) ( ) Statement by Unit Commander concerning delivery or non-delivery of letter of instructions; verification of latest address; and determination of cogent or emergency reasons for absences (paragraph 4-12c).
  - b. ( ) Paragraph 4-13, AR 135-91 (Unexcused absence from Annual Training) with documentation below:
    - (1) ( ) Notice of pending Annual Training and termination date of training, dated and signed by member.
    - (2) ( ) Copy of Annual Training orders.

Incl 4

AFKA-

SUBJECT: Unsatisfactory Participation of Statutory Obligated Members (Who Have Not Served 24 Months Active Duty)

(3) ( ) Statement by Unit Commander as to whether member was notified in sufficient time to comply, and determination of cogent or emergency reasons for the absence or early departure from Annual Training (paragraph 4-13b).

c. ( ) Paragraph 4-25, AR 135-91 (Failure to obtain assignment) with documentation below:

(1) ( ) Member's request for 90-day leave of absence (paragraph 4-17).

(2) ( ) Letter of Instruction concerning change of residence signed by member, or, if mailed, with signed certified receipt or returned envelope (paragraph 4-20).

4. Also inclosed in MPRJ is the following documentation to substantiate this recommended separation action:

a. ( ) Countersigned DA Form 3540, Certificate and Acknowledgement of Service Requirements for Individuals Enlisting or Reenlisting in the United States Army Reserve (paragraph 4-4b).

b. ( ) Notice of Unsatisfactory Participation and Pending Separation (IAA Form 841-R) to member with acknowledgement of receipt of notification of proposed separation.

c. ( ) If Notification of Unsatisfactory Participation was mailed, signed certified receipt or returned envelope must be attached.

d. ( ) Statement by the member indicating that he has been advised of his rights, dated and signed by him and counsel.

5. I recommend \_\_\_\_\_ service be  
(GRADE) (NAME)  
tentatively characterized as under other than honorable conditions.  
(Justification for any other recommendation of character of service must be included).

1 Incl  
MPRJ

/s/ UNIT COMMANDER

Incl 4

2

1-65

LETTER OF INSTRUCTIONS - UNEXCUSED ABSENCES (Statutory Obligator with More Than 24 Months AD/ADT or Contractual Obligator - AR 135-91)		DATE
TO:		FROM:
<p>1. Attendance records of this unit show that you were:</p> <p>a. <input type="checkbox"/> Absent from the scheduled unit training assembly (UTA) or multiple unit training assembly (MUTA) on _____ (PERIODS AND DATES)</p> <p>b. <input type="checkbox"/> AWOL from AT.</p> <p>c. <input type="checkbox"/> Charged with unexcused absences on _____ because of: (PERIODS AND DATES)</p> <p><input type="checkbox"/> Improper Military Appearance.</p> <p><input type="checkbox"/> Unsatisfactory Performance of Assigned Duties.</p> <p>2. Under the provisions of AR 135-91, you are required to attend all scheduled unit training assemblies and annual training periods. In addition, you are required to participate in a satisfactory manner with regard to proper military appearance and performance of assigned duties.</p> <p>3. Unless absences indicated in paragraph 1 are excused, you will have accrued _____ unexcused absences within a one-year period. The one-year period begins on the date you incur your first unexcused absence.</p> <p>4. Absences from training assemblies may be excused only for reasons of sickness, injury, emergency, or other circumstances beyond your control. If your absence was due to one of these reasons, you should furnish this unit an appropriate affidavit or certification by a doctor, medical officer, or other person(s) having specific knowledge of the emergency or circumstances, requesting that it be excused. Your absence cannot be excused unless your request, an affidavit or certificate, are received within 15 days of the date you receive this letter.</p> <p>5. You will be notified, in writing, within ten (10) days after receipt of your request as to whether the absence(s) have been excused.</p> <p>6. If you have family responsibilities that are causing a hardship, or if other conditions exists which will result in your continuing non-participation, you should contact me so that I can advise and assist you in the proper procedures to resolve these problems.</p> <p>7. Unless I am informed by you of any cogent reason for your absence(s) by _____, you will be credited with an unexcused absence(s). Nine (9) unexcused absences within a one-year period will require you to be transferred to the Individual Ready Reserve (IRR).</p>		

LAA Form 843-R  
(Mar 81)

(Previous Editions are Obsolete)

1-66

Incl 5

8. The next scheduled training assembly will be \_\_\_\_\_.  
I expect to see you there.

\_\_\_\_\_  
(SIGNATURE OF UNIT COMMANDER)





COMMANDER'S GUIDE FOR  
ADMINISTRATION/LOGISTICS

GROUP: ADMINISTRATION  
MODULE: 2-1

PUBLICATION/BLANK FORMS

REFERENCE:  
AR 310-2

MODULE 2-1

PUBLICATIONS/BLANK FORMS

TASK: To emphasize key aspects of publications/blank forms.

CONDITION: Given the guidance within this module.

STANDARD: You must be knowledgeable of the critical areas which will insure the proper supply and maintenance of publications for your unit.

REFERENCE: DA Pam 310-10, Guide for Publications Supply Personnel, AR 310-2, Identification and Distribution of DA Publications and Issue of Agency and Command Administration Publications.

WHAT TO DO:

1. Insure only those publications needed to accomplish the mission are ordered. (Reference Chap 1 and 2, DA Pam 310-10.)
2. Insure the current needs of your organization are reflected on the DA Form 12 series. (Reference Para 18, DA Pam 310-10, Para 3-8a, AR 310-2).
3. Insure existing subscription forms are reviewed periodically, but at least twice a year and/or upon change of commanders or heads of activities. (Reference Para 3-8c, AR 310-2).
4. Insure the 60 day supply of blank forms is maintained. (Reference 3-18b, AR 310-2).

COMMANDER'S GUIDE FOR  
ADMINISTRATION/LOGISTICS

GROUP: ADMINISTRATION  
MODULE: 2-2

## FUNCTIONAL FILES

REFERENCE:  
AR 340-2

## MODULE 2-2

### THE ARMY FUNCTIONAL FILES SYSTEM (TAFFS)

**TASK:** To emphasize key aspects of TAFFS.

**CONDITION:** Given the guidance within this module.

**STANDARD:** You must be able to assure compliance with the Army Functional Files System (TAFFS).

**REFERENCE:** AR 340-2, Maintenance and Disposition of Records in TOE units of the Active Army and the Army Reserve.

AR 340-18 Series, The Army Functional Files System: General Provisions.

#### WHAT TO DO:

1. Insure a qualified records manager has been appointed. (Reference Para 1-3, AR 340-2).
2. Conduct a survey and appraise each record program at least once yearly. (Reference Para 1-3, AR 340-2).
3. Insure personnel maintaining the files are properly trained. (Reference Para 1-3b, AR 340-2.)

COMMANDER'S GUIDE FOR  
ADMINISTRATION/LOGISTICS

GROUP: ADMINISTRATION  
MODULE: 2-3

MILITARY ORDERS

REFERENCE:  
AR 310-10

MODULE 2-3

MILITARY ORDERS

TASK: To emphasize key aspects of military orders.

CONDITIONS: Given the guidance within this module.

STANDARD: Establish controls to insure military orders are administratively correct.

REFERENCE: AR 310-10 Military Orders.

WHAT TO DO:

1. Insure authority to issue other than travel orders is authorized. (Reference 1-4a, AR 310-10).
2. Insure when written orders are required, commanders not authorized to issue written orders submit a request for orders to the commander responsible for providing administrative support. (Reference 1-4a, AR 310-10.)
3. Insure orders will not be issued for an action unless it is specifically authorized by AR 310-10. (Para 1-7, AR 310-10.)

COMMANDER'S WORKBOOK FOR  
ADMINISTRATION/LOGISTICS

GROUP: ADMINISTRATION  
MODULE: 2-4

## THE ARMY PRIVACY PROGRAM

REFERENCE  
AR 340-21



MODULE 4

THE ARMY PRIVACY PROGRAM

TASK: To emphasize key aspects of the Army Privacy Program.

CONDITION: Given the guidance within this module.

STANDARD: You must establish controls to protect the privacy of individuals.

REFERENCE: AR 340-21 The Army Privacy Program.

WHAT TO DO:

1. Insure a Privacy Coordinator is appointed. (Reference 1-9, AR 340-21.)
2. Insure DA Form 4410-R (Disclosure Accounting Record) is maintained on information given out on an individual. (Reference 3-3, AR 340-21.)
3. Insure home addressee information is not disclosed without consent of the individual. (Reference Para 3-5, AR 340-21.)
4. Insure a notification statement is furnished the individual when the information is collected directly from service member. (Reference 4-3, AR 340-21.)
5. Insure procedures are established to insure personnel involved in operation, maintenance, or control are informed of all requirements to protect the privacy of individuals. It is recommended that an access list be published. (Reference 1-12, AR 340-21.)

COMMANDER'S WORKBOOK FOR  
ADMINISTRATION/LOGISTICS

GROUP: ADMINISTRATION  
MODULE: 2-5

UNIT FUND

REFERENCE:

AR 230-1

AR 230-65

1A PAM 130-1

MODULE 2-5

UNIT FUND

- TASK: To emphasize key aspects of unit fund.
- CONDITIONS: Given the guidance within this module.
- STANDARD: Once you decide to establish a unit fund, you must establish controls to insure that administration is IAW directives.
- REFERENCE: 1. AR 230-1, The Non-Appropriated Fund System
2. AR 230-65, Non-Appropriated Funds Accounts and Budgeting Procedures.
3. 1A Pam 230-1, Non-Appropriated Funds and Related Activities.

WHAT TO DO:

1. Establish a Disposition Form (DA Form 2496) to establish the fund. (Reference Para 7b(1), 1A Pam 230-1).
2. Appoint a Unit Fund Council (Reference 4-8b, AR 230-1).
3. Appoint a Unit Fund Custodian. This may be yourself or another officer. (Reference 4-8b, AR 230-1).
4. Insure the custodian maintains and signs the minutes of the meetings. (Reference 4-8b (2), AR 230-1).
5. Insure the council meets at least once a quarter when funds on hand or when financial transactions occurred. (Reference 9-2, AR 230-65).

NONAPPROPRIATED FUNDS AND RELATED ACTIVITIES  
RESERVE COMPONENT UNIT FUNDS  
(1A PAM 230-1 AND AR 230-1)

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SECTION I  
GENERAL

1. PURPOSE. This chapter provides Reserve Component Commanders with basic information for Reserve Component Unit Fund Administration.

2. RESPONSIBILITIES. a. Commanders. Once a decision is made to establish a unit fund, (Para 4-12b, AR 230-1) Reserve Component Commanders at all levels will insure that administration of Reserve unit funds is IAW AR 230-1 and AR 230-65.

b. Unit Commander will:

(1) Publish a Disposition Form to establish the fund.

(2) Appoint a unit fund council consisting of at least one commissioned officer and/or warrant officer and an appropriate number of enlisted personnel of any pay grade. The commissioned/warrant officer may be the unit commander or a member of the commander's staff. The enlisted representatives will be members of the unit.

(3) Appoint a unit fund custodian. This may be the commander himself or another officer of his staff (Para 4-8b, AR 230-1).

(4) Appoint a recorder to maintain and sign minutes of meeting.

c. Actions described in (1) through (4) may be accomplished using one Disposition Form. (Section V)

d. When a Consolidated Unit Fund is established, each participating unit retains its own council, but a Consolidated Unit Fund Custodian will be appointed on a Disposition Form by the Battalion Commander. A separate additional council will not be formed to control consolidated unit fund operations (Para 4-12c(1), AR 230-1). (See Section IV, this chapter).

e. When two or more unit funds are established in a Reserve Center, the Reserve Center Commander will appoint an officer by a Disposition Form, as the Consolidated Unit Fund Custodian to receive and distribute vending machine income and to contract with vending machine concessionaires (Para 4-18c(3), AR 230-1).

3. CUSTODIANS. Responsibilities of unit fund custodians include the following:

a. Serve on the council without vote, unless the unit commander is also the custodian, in which case he/she retains voting rights (Para 4-8, AR 230-1).

b. Maintain and sign minutes of the meeting (this does not preclude the appointment of a recorder to take minutes during the meeting) (Para 4-8, AR 230-1).

c. Perform required functions relating to the purchase of goods and services and for accounting of property as provided in para 4-12 and 4-21, AR 230-1 (Para 4-8, AR 230-1).

d. Be responsible for all fund records, including all accounts and records of income, property & transactions pertaining to establishment, operation and dissolution of fund.

e. Insure that combination of safe is known to as few persons as possible, but in no event to more than three persons other than himself (Para 1-14B(H), AR 230-1).

f. Serve, if designated, as the recorder for the fund council.

g. Establish a bank account, IAW para 4-20, AR 230-1. (See para 9, this chapter.)

h. Assure accounting system is in accordance with Chapter 9, AR 230-65.

i. Upon change of custodians, the retiring custodian will notify the bank of the change (Para 9-17, AR 230-65). (See para 9g(3), this chapter.)

4. RECORDER: a. A member of the fund council will be appointed as recorder to maintain and sign the minutes of the council meetings. The custodian of the unit fund is normally the recorder.

b. To preclude one individual being responsible for all council actions, a noncommissioned officer may be appointed recorder for a unit fund council.

c. Civilian personnel assigned to the unit may be appointed as recorder but will not serve as a voting member of the council (Para 4-7a, AR 230-1).

d. The recorder is responsible for: (1) securing agenda items from users of the fund and the custodian, (2) preparation and distribution of copies of the agenda to council members prior to a scheduled meeting, (3) distribution of excerpts from approved minutes to users of the fund, and (4) preparation of minutes of meeting and submission to the custodian (Para 1-14h, AR 230-1).

5. PRESIDENT: The President will be: a. Senior member of the council (Para 1-14g(1), AR 230-1).

b. Responsible for insuring the proper administration of the fund by the custodian and council.

c. Will sign minutes of the council meetings.

6. UNIT FUND COUNCILS: a. Governing unit fund councils will be established for all Unit Funds. The council will be composed of at least one commissioned officer and/or warrant officer and an appropriate number of enlisted personnel of any pay grade. The commissioned/warrant officer may be the unit commander or one of the commander's staff.

b. The council will meet at least once a quarter, or more frequently when necessary at the call of the President. Reserve Component unit fund council meetings are required only if the fund has a balance on hand or if fund action is contemplated (Para 9-2c, AR 230-65).

c. The unit fund council will:

(1) Ascertain that the fund is being properly administered and safeguarded.

(2) Determine that all income has been received in full, recorded in the fund account and reflected in the financial statements. When bank accounts exist, funds will be deposited intact.

(3) Insure expenditures of the fund are IAW para 4-4, AR 230-1.

(4) Review the fund financial statements and other fund records quarterly or as otherwise required to insure all expenditures are made IAW approved council actions and within the purpose for which the fund was established.

(5) Insure the accountability of all fund-owned property, the conduct of physical inventories of such property and recommend disposition of unserviceable or excess property (Para 4-7b(4), AR 230-1), Chap 5, AR 230-65), (Para 7-11, 7-12, AR 230-65).

(6) Authorize establishment of a petty cash fund (Para 9-13, AR 230-65).

(7) Approve all expenditures made by the custodian (Para 4-7b(3), AR 230-1).

d. Proceedings of the council meeting will be recorded with the following information: (Section V)

(1) Show date and place of meeting.

(2) Show members present and absent.

(3) Indicate and note approval of minutes of previous council meetings.

5(d) (4) Show actions taken and indicate by name who made and seconded a motion and the approval or disapproval of the motion by the fund council.

(5) Include as inclosure, copies of financial statements of the fund.

(6) The minutes signed by the president and the custodian will be submitted, together with financial statements, to the Commander who established the fund. The commander will record his actions on the minutes (Para 1-14g(3), AR 230-1).

(7) If the commander who appointed the council is a member of the council, the minutes will be forwarded for approval to the next higher commander in the Reserve Component chain of command.

## SECTION II

### MAINTENANCE

#### 7. SOURCES OF INCOME:

a. Dividends. NAF military welfare fund benefits are provided for off duty recreation purposes during AT IAW procedures set forth in para 4-25 and 4-26, AR 230-1. Dividends for Reserve Component units whose members train under modular or year round or similar training are entitled to receive unit fund dividend distribution IAW provisions of para 4-18a, AR 230-1.

b. Vending Machines. Reserve units may engage in the operation of vending machines to dispense food, tobacco, and nonalcoholic beverages in Reserve Centers not located on Army installations in accordance with para 4-18c(2), AR 230-1. Where two or more units use a single US Army Reserve Center, a consolidated unit fund will be established with a custodian designated pursuant to para 4-18c(3), AR 230-1 for the purposes of contracting with vending machine concessionaires and to distribute the income derived therefrom to unit funds of various participating units on a per capita basis. However, when a consolidated unit fund has been established IAW para 4-12c(1), AR 230-1 and the custodian of the consolidated unit fund and the Reserve Center Consolidated Fund Custodian for vending machines are the same individual, that individual will be responsible for all unit fund accounting as prescribed for consolidated unit funds in Section IV of this chapter. Concessionaire contracts entered into between fund custodians and concessionaires will be in written form prescribed by the respective commanders and will be awarded competitively (Para 4-18c(3), AR 230-1).

7. c. Proceeds from sale of fund-owned property upon approval of sale by the fund council (Para 4-5, AR 230-1).

d. Contributions and donations authorized in accordance with para 1-20, AR 230-1 (Para 4-5, AR 230-1).

8. COMPUTATION AND PAYMENT OF DIVIDENDS.

a. Units ordered to active duty for training (ADT) for the USAR or full-time training duty (FTTD) for the ARNG will be provided nonappropriated military morale support fund benefits IAW para 4-26, AR 230-1. Dividend distributions to these RC organizations are authorized to provide funds for off-duty recreational purposes during period the organization is on ADT/FTTD. Exceptions to the use of funds while on AT/FTTD are:

(1) Those RC units which because of training or other requirements are precluded from effectively utilizing unit funds dividends during AT/FTTD are authorized to retain funds upon release from AT/FTTD for use at their home station. All authorized expenditures of these funds at the home station will be for the collective benefit of all members of the unit IAW provisions of AR 230-1 (Para 4-18a(1), AR 230-1).

(2) RC units whose members train under a "year round," "modular" or similar training concept are entitled to use these funds at their home station IAW following procedures:

(a) At the completion of each training year (30 Sep) commanders of these units will submit a request for unit fund dividends to the Custodian, Moral Support Fund, FORSCOM, through HQ First US Army, ATTN: AKFA-PA-MO, or as otherwise directed by the State Adjutant General (for ARNG units) (Para 4-18a(2) (a), AR 230-1).

(b) The following information will be provided for computation and payment of dividends for AT performed on a year round, modular, incremental, etc, basis:

1. DA Form 2279-R in duplicate signed by the Unit Fund Custodian. Letter may be used in lieu of DA Form 2279-R.

2. One copy of orders placing the organization on year round, modular, incremental, etc., type training. Personnel rosters are not required.



8. 3. Summarize data for each AT group of trainees. A sample listing is shown below:

Number of Personnel	Number of AT Days	Personnel Days
30	15 (30x15)=	450
12	13	156
17	18	306
Total Personnel Day		912
Divided by		30 days
Total Personnel Months		31
Monthly Rate - Times \$1.00		\$1.00
Funds Due		\$31.00

(c) HQ FORSCOM will process all payments for training discussed herein regardless of the training sites where AT was performed.

(d) Claims may not be submitted later than one month following the end of the training year (i.e., 31 Oct). Expenditures made from these dividends at the home station will be in accordance with AR 230-1 for the collective benefit of all members of the unit who participated in AT/FTTD.

(3) Those RC units that fail to claim or receive dividends in sufficient time to enable use during AT/FTTD may submit a claim upon return to their home station for retroactive dividend distribution. Claim should be submitted to major command (i.e., TRADOC, FORSCOM) of installation at which training took place, and should include the following information and inclosure:

- (a) Actual present for duty strength on date of arrival at training site.
- (b) Dates of AT
- (c) Site of AT
- (d) Designation of Fund
- (e) Address to which the check should be mailed
- (f) Copy of orders placing unit on AT (Inclosure). Claims submitted later than one month following end of training year (i.e., 31 Oct) will not be processed (Para 4-18a(3), AR 230-1).

9. SAFEGUARDING FUNDS: a. Bank accounts will be established in Federal Deposit Insurance Corporation (FDIC) insured National Banks to facilitate transfer of dividends and protection of funds.

b. In addition to the official designation of the fund, the name of the account will include the words, "an instrumentality of the United States." As an instrumentality of the US, the fund is exempt from State or local taxes. (Para 4-18 and 4-26, AR 230-1).

c. Using the unit fund Disposition Form as authority, the custodian will open the bank account under the official designation of the fund and not to the custodian in his/her individual capacity. A signature card will be filed at the bank along with copy of Disposition Form authorizing the fund and designating the custodian. A supply of deposit slips and a pre-numbered checkbook will be obtained. A request must be made to bank officials to exempt fund from service fees (Para 4-19 and 4-20, AR 230-1).

d. A bank account will be established by unit when money is generated and held during IDT. However a unit that receives income only from dividends, and spends all this income during AT, is not required to open a bank account, but must establish a Petty Cash Fund as follows:

(1) Dividend check will be receipted on the CP&R record and a DA Form 2107 (Nonappropriated Fund Receipt and Disbursement Voucher) prepared showing receipt of dividend check. The "Description" column of the DA Form 2107 recording the receipt of the dividend will include the notation that funds will be used as a Petty Cash Fund and state council approval and date of approval. Another DA Form 2107 is prepared showing establishment of a Petty Cash Fund and the CP&R record will show expenditure.

(2) A DA Form 1994 (Petty Cash Voucher) will be used for each disbursement made from Petty Cash. Receipts, sales slips for the disbursement will be attached to DA Form 1994. When the Petty Cash Fund is completely expended, DA Forms 1994 are summarized on a DA Form 1993 (Nonappropriated Fund Petty Cash Summary Voucher). All vouchers, receipts and invoices will be attached to the Summary Voucher. All supporting documents will be stapled to a DA Form 2107 when replenishing the fund. A DA Form 2279-R will be prepared annually or each month in which activity took place, showing status of fund.

9. e. Bank Deposits. All units that have bank accounts will promptly deposit all receipts intact.

f. Expenditures. (1) Unit fund councils will govern expenditures and record approval of advance authorizations in the minutes of the meeting.

(2) Approved minutes will serve as the basis for custodian to issue purchase orders or procure items with petty cash. Items will be receipted for upon delivery. The custodian will insure no local or State tax notations listed on the receipts are included in the payment.

g. Change of Custodian. Immediately upon permanent change of custodian, a successor custodian will be designated. A new custodian will be designated when the custodian is absent from duty longer than 60 days (Para 1-14b(4), AR 230-1).

(1) Transfer of accountability of the fund will be accomplished IAW procedures outlined in para 1-14f, AR 230-1 and para 9-17, AR 230-65.

(2) Financial statement and bank balance reconciliation will be prepared.

(3) A certificate of transfer will be prepared (See Section V). It will be signed by both the retiring custodian and the successor (para 9-17, AR 230-65). It will be filed with pertinent financial statement. Retiring custodian will also notify bank regarding change of custodian (Section V).

(4) If an assistant custodian has not been appointed an acting custodian will be designated when a custodian is to be absent from duty for a period of 5 to 60 days (para 1-14d, AR 230-1).

h. Maintenance and Disposition of Records. Unit fund records will be maintained and disposed of as prescribed in AR 340-2.

i. Concessionaire Contracts. Concessionaire contracts entered into between fund custodians and concessionaires for operation of vending machines in Reserve Centers will be in written form and awarded competitively IAW para 4-18c(3), AR 230-1. All items purchased for and sold from vending machines will be tax paid IAW laws of the State within which the Reserve Center is located (para 4-18c(2), AR 230-1).

10. ACCOUNTING AND REPORTING: a. A single entry/cash basis system of accounts will be maintained by the custodian of units maintaining independent accounting records as prescribed for unit funds by AR 230-65. Basic records and forms will be established and maintained as prescribed in Chap 9, AR 230-65.

b. Entries in unit fund records may be made manually in permanent ink, or indelible pencil. Typewriters may be used when authorized by the next higher commander within the Reserve Component chain of command. Erasures may not be made on records. Corrections will be made by drawing a single line through the error, inserting the correct figure and initialing the correction.

c. DA Form 2107 will be used to support all transactions of unit funds involving the receipt or disbursement of funds. This dual purpose (receipt and collection)voucher is prescribed to substantiate all except cash transactions processed through the petty cash fund.

(1) Form will be numbered consecutively beginning with the fiscal year, regardless of whether the transaction is a receipt or a disbursement (para 9-11, AR 230-65) (Section V).

(2) Each DA Form 2107 will be dated, numbered, and will contain all information necessary to fully identify the transaction. Voucher will be signed by the custodian. Backup documentation for each transaction will be attached to the DA Form 2107 (para 9-11, AR 230-65).

(3) When possible, all goods and services will be paid for at time of purchase. Memorandum records will be maintained to ensure that outstanding orders by mail or those not paid promptly are appropriately suspended.

(4) Other records will consist of checkbook, bank deposit slips, bank statements, bank account reconciliations, statement of operation and fund equity, copies of audit reports, property receipts and miscellaneous correspondence relating to unit fund administration (para 9-11e, AR 230-65).

d. Cash, Property and Reconciliation Record. (i) This is the primary official record reflecting unit fund management and administration. The CP&R will be used in lieu of DA Form 3259 series (Council Records). All daily transactions affecting the unit fund will be recorded on this document and it will also be used to show the required monthly reconciliation of the bank account and fund owned property. All entries must be supported by properly approved DA Form 2107. A suggested format of CP&R is at Section V and shows examples of following entries:

10d.(a) Cash Receipts. Fund custodians will be responsible for safeguarding and depositing all cash receipts promptly. Dividends and cash will be fully identified in order that proper disposition may be made of such money (Para 9-12a, AR 230-65).

(b) Cash expenditures. All cash disbursements, except individual petty cash transactions, will be documented by DA Form 2107. Transactions affecting cash and property will be entered in both cash and property columns of the CP&R record (Para 9-12b, AR 230-65).

(c) Property Transactions. Cash purchases of property, cash sales of excess or worn out property, transfers, and gifts from other units or other sources, and disposal to property and salvage officer will be entered in CP&R Record to maintain property control. When cash is involved in property transaction, entries will be made in both the cash (Receipts/Expenditure) column and the property column, as applicable (Para 9-12c, AR 230-65).

(d) Reconciliations. 1. Each month property records (DA Forms 4078) (Section V) will be reconciled with the balance shown in the property column of the CP&R Record (Chapter 3, para 3-12, AR 230-65).

2. Each month the bank statement will be reconciled with the fund cash account also maintained on the CP&R Record. The bank statement balance, plus outstanding checks, minus any deposits made after the bank statement cutoff, should always equal the balance column shown for the unit fund on the CP&R Record.

(2) This recommended format (CP&R) is designed for all types of unit funds and incorporates a single-entry/cash basis system of bookkeeping that has the virtues of simplicity and ease of understanding. Reserve units may elect to modify the form, but regardless of the format, the content should contain enough data to permit the preparation of financial statements, satisfy the reporting requirements of higher headquarters, and insure accountability is being maintained at unit level.

e. Petty Cash System. (1) This is a system for handling minor disbursements whereby a fixed amount of money, designated as petty cash, is set aside, not to exceed one month's requirement. Disbursements are made from time-to-time, as needed, using DA Form 1994 (Section V) in each case. At certain intervals or when the petty cash is completely expended, DA Form 1994 are summarized on DA Form 1993 (Nonappropriated Fund Petty Cash Summary Voucher) (Section V) and the petty cash fund is replenished for the aggregate amount of disbursements by a check drawn on the appropriate bank account.

(2) All petty cash vouchers, receipts, and invoices received will be attached to the summary voucher. All vouchers will be pre-numbered and sequentially controlled to include "voided" voucher copies. DA Form 2107 will be prepared to support the issuances of a check to restore the fund to its original amount. All supporting documents will be attached to the DA Form 2107. Total of all vouchers will be entered on DA Form 2107 and the same amount posted to the expenditures column of CP&R Record. The replenishment procedure must be accomplished at the end of each month and as often as necessary. Cash authorized as petty cash should always equal the cash balance on hand, plus the total of petty expenditures.

f. Reporting. DA Form 2279-R Financial Statement and Schedule of Operating Expenses (Section V) for reporting by unit funds maintaining independent accounting records, will be prepared for each month in which activity occurs, but not less frequently than annually. Unit strength computation will be made in accordance with AR 230-1 and will be reflected in the remarks section of DA Form 2279-R. This will constitute the request for unit fund dividend. This form is designed with blank spaces so that only pertinent line items need be entered and it replaces DA Form 1758. DA Form 1843 is not required.

g. Unit funds integrated with Installation Morale Support Fund Accounting are relieved of the requirement to prepare DA Form 2279-R at the end of each month (Para 9-16, AR 230-65). Procedures for these funds are contained in para 4-26, AR 230-1, and para 9-6, AR 230-65 (Section II).

11. AUDITS AND INSPECTIONS. When audits of such funds are deemed necessary they will be performed by disinterested officers appointed as prescribed by the audit review authority (Para 1-21a(7), AR 230-1). (Para 2-12, AR 11-7). Normally, the general inspection of unit funds will suffice.

12. DISSOLUTION OF UNIT FUND. Commanders authorized to establish a unit fund may also dissolve it. (Para 1-12, AR 230-1). Para 1-23 and para 4-26a(6), AR 230-1 prescribes procedures for dissolution of unit funds. Commander will take such action as is deemed necessary to preclude imprudent or extravagant expenditure of assets prior to dissolution. When the decision to dissolve a unit fund maintaining independent accounting records is made, and there are no assets, no outstanding debts and zero balance, commander should prepare a statement to the following effect:

"A review of \_\_\_\_\_ unit fund has been made which indicates there are no assets or outstanding debts. The bank account has been closed and the fund is thereby dissolved."

Statement should be filed with unit fund records and an information copy of this statement should be forwarded to HQ, First US Army ATTN: AFKA-PA-MO.

### SECTION III

#### RESERVE CENTER CONSOLIDATED UNIT FUND

13. ESTABLISHMENT: a. Reserve Center Consolidated Unit Fund. Where two or more units are located at a US Army Reserve Center, not on active duty, a Reserve Center Consolidated Unit Fund may be established to receive and disburse funds received from the operation of vending machines.

(1) The Reserve Center Commander will appoint an officer to act as the Reserve Center Consolidated Unit Fund Custodian for purposes of contracting with vending machine concessionaires and to distribute income dividend therefrom to custodians of unit funds of various participating units on a per capita basis.

(2) Each of the participating unit funds will retain a custodian and council. The Reserve Center Consolidated Unit Fund Custodian will distribute the vending machine income to the custodian of each participating fund. In this instance, the Reserve Center Consolidated Unit fund custodian is responsible only for the receipt and distribution of income from vending machine concessions to the participating units, not for accounting for expenditures of the income by each of the units.

(3) The custodian will establish a bank account in accordance with para 10 of this chapter, maintain and post a DA Form 2107, prepare a consolidated DA Form 2279-R and provide an individual DA Form 2279-R to each unit at the time income is distributed to them.

b. If the units in the center have established a Consolidated Unit Fund IAW para 4-12.1 and the Consolidated Unit Fund Custodian and the Reserve Center Consolidated Unit Fund Custodian for Vending Machines are the same individual, then such individual is the keeper of the unit fund records as prescribed in Section IV, this chapter, Consolidated Unit Funds.

### SECTION IV

#### CONSOLIDATED UNIT FUNDS

14. ESTABLISHMENT. A battalion or comparable organization commander may establish a consolidated unit fund.

a. Designation of a Consolidated Unit Fund Custodian. A single custodian is appointed for the Consolidated Unit Fund by the commander of the unit establishing the fund, but not a separate council. Each participating unit fund council continues to operate for its own unit fund. The custodian of the consolidated fund is responsible only for receipt and expenditure of funds as determined by the respective unit fund councils; and he must account for funds and property as prescribed in AR 230-65.

(1) When existing separate unit funds are consolidated the custodian of each unit fund will take the following action:

(a) Deposit in the unit fund checking account the unexpended balance in the petty cash fund.

(b) Record petty cash on hand in the CP&R record (para 9-12b, AR 230-65).

(c) Close the records of the unit fund.

(d) Prepare a DA Form 2279-R to show status of fund.

(e) Draw a check, payable to the "Custodian Consolidated Unit Fund," for the amount of the bank account (also including the amount of the petty cash fund deposit).

(f) Send the check, the unit CP&R record, and a copy of the DA Form 2279-R to the custodian of the consolidated unit fund, and obtain a receipt from the consolidated fund custodian.

(2) Operation. After receipting for each unit fund's records, the consolidated unit fund custodian becomes the record keeper for all the unit funds.

(a) Initial action. The custodian of the consolidated fund reconciles the balance in each unit fund CP&R record, posts the total of the separate accounts to a consolidated CP&R record and establishes a single bank account for all the unit funds.

(b) Maintenance of accounts. The custodian must maintain a consolidated accounting record, as well as separate unit fund records.



## SECTION V

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10. Financial Statement and Schedule of Operating Expenses (DA Form 2279-R)	12-24

# DISPOSITION FORM

For use of this form, see AR 340-12, the proponent agency is TAGCEN.

REFERENCE OR OFFICE SYMBOL

SUBJECT

Establishment & Appointment - Unit Fund

TO SEE DISTRIBUTION

FROM

DATE

CNT 1

1. \_\_\_\_\_ Unit Fund, an Instrumentality of the United States, is hereby established effective immediately.
2. Governing council is appointed as follows:  
President. - Custodian:  
Members:  
Recorder:
3. Authority: AR 230-1
4. Purpose: To establish and appoint council to administer and control unit fund.
5. Period: Indefinite
6. Special Instructions: All council members will become familiar with AR 230-1, AR 230-65 and applicable documents.

Commander's Signature Block

DISTRIBUTION:  
1-Ea Individual Concerned  
1-Unit Fund Files  
1-Ea 201 File  
1-Unit(s) Concerned  
and any others deemed  
appropriate

DA FORM 2496

REPLACES DD FORM 36, WHICH IS OBSOLETE.

GPO-1975-643-422/1003

LETTERHEAD

MINUTES OF THE UNIT FUND COUNCIL MEETING:

14 January 1978

1. A meeting of the Company A Unit Fund Council was held at 1600 hours on 14 January 1978 in the orderly room.

2. a. Members present: CPT Horn      President.  
                         2LT Black      Custodian-Recorder  
                         MSG Green      Member  
                         SSG Drake      Member  
                         SFC Cole      Member

b. Members absent: None

3. The minutes of the last meeting were read and approved. The council record for December 1977 and its supporting documents were reviewed and approved.

4. Old business: MSG Green, as chairman of the committee planning the company party to be held on 31 January 1978, reported on the estimated cost and final plans. Expenditures not to exceed \$75 were approved by all members present.

5. New business:

A motion was made by SSG Drake, and seconded by MSG Green, that the unit fund purchase two electric irons. The motion was carried, and the custodian was authorized to purchase the irons to the best advantage of the fund, the total cost not to exceed \$25.

6. There being no further business, the meeting was adjourned at 1640 hours.

//Signature//

President

//Signature//

Custodian-Recorder

//Signature//

Battalion Commander

Example of Minutes--Unit Fund Council Meeting.

CERTIFICATE OF FUND TRANSFER

I certify that to the best of my knowledge and belief the balances reflected on DA Form 2279-R, Financial Statement and Schedule of Operating Expenses for the period ending \_\_\_\_\_ are true and correct.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Retiring Custodian Signature

I accept responsibility based on the fund and property balances as indicated on the financial statement referred to above, beginning with the period \_\_\_\_\_.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Successor Custodian

In the event the successor custodian is not satisfied that the fund and property balances are accurate, the acceptance may be conditioned upon audit verification.

**LETTERHEAD**

**DATE**

**Bank Address**

I have this date transferred the unit fund of Company A, 4th Infantry, to Robert T. Schober, 1st Lieutenant, Infantry, who will from now on have authority to draw on the fund deposited in your bank. His signature appears below:

---

(Signature of Officer Receiving Fund)

Sincerely,

Retiring Custodian



CASH, PROPERTY AND RECONCILIATION RECORD								
UNIT _____		DAILY TRANSACTIONS				MONTHLY RECONCILIATION		
DATE	EXPLANATION	REF	RECEIPT	EXPEND-ITURES	BANK BALANCE	PROPERTY	BAL PER BANK	DA FORM 4078
Jul 1	Bal from last mo.				500.00	250.00		List
Jul 2	picnic plates	1		10.00	490.00			Amount
Jul 3	picnic food	2		150.00	340.00			or
	picnic drinks	3		50.00	290.00			Attach
Jul 6	Dividend CPF	4	200.00		490.00			Adding
Jul 7	Estab. \$25. petty cash	5		Memo entry	485.00			Machine
Jul 10	Dance Programs	6		20.00	465.00			Tape
Jul 11	Decorations	7		25.00	420.00			
Jul 12	Card Tbl & Chairs	8		100.00	320.00	100.00		
Jul 23	Soft Drinks	9		15.00	305.00			
Jul 23	Orchestra	10		50.00	255.00			
Jul 29	Sold 2 chairs	11	20.00		275.00	(150.00)		
Jul 29	Trsf desk to Co "A"	12				(175.00)		
Jul 30	Replenish petty cash	13		20.00	255.00			
Jul 31	Salvage rug	14				(140.00)	320.00	
			220.00	440.00	255.00	2135.00	320.00	2135.00
Outstanding Checks:								
Fund Balance					255.00			
	#110	15.00						
	#111	50.00						
		65.00						
					65.00		320.00	
(1) Each entry in column 4 will also be made on DA Form 4078 at cost								
(2) At end of month, balance column 3 with 5 and column 4 with 6								
Bal carried to next mo.					255.00	2135.00		

Replaces Council. Records

PROPERTY CONTROL AND DEPRECIATION RECORD									
For use of this form, see AR 230-63; the proponent agency is the Office of the Comptroller of the Army.									
DESCRIPTION AND DISPOSITION	DATE ACQUIRED		LIFE YRS.	STOP DEPRECIATION		ACQUISITION COST OR VALUE	IDENTIFICATION NUMBER	LOCATION	DEPRECIATION PER MONTH
	MO.	YR.		MO.	YR.				
TV, Color RCA, Vo. 8	Jan	74	5			\$250.00	11	Lounge	
Apr 10, '74 to repair shop (receipt attached) returned 4/15/74									
Jul 1 '74 loaned to Co. B. (receipt attached) returned 7/6/74									
4 chairs, upholstered \$50 ea. Vo. 22	May	74	10			\$200.00	31-34	Lounge	
No. 10174, 1 chair trsf'd to library, vo. 56						( 50.00)			
16 tennis rackets @ \$10 ea. Vo. 30	Jun	74	3			\$160.00		Sports Equip. rm	
Sept '74, 2 tennis rackets damaged salvage, P00, Vo. 41						( 20.00)			
Nov '74, 6 tennis rackets sold, Vo. 57						( 60.00)			
(1) Use a separate card for each item									

DA FORM 4078



PETTY CASH VOUCHER				RECEIPT NUMBER
For use of this form, see AR 230-35; the proponent agency is the Office of the Comptroller of the Army.				
ACTIVITY				DATE
PAY TO	AMOUNT (Written)			AMOUNT (Figures)
			\$	
PURPOSE	ACCOUNT NO.	ACTIVITY	AMOUNT	
APPROVED BY (Signature)	RECEIPT OF ABOVE AMOUNT IS ACKNOWLEDGED			

DA FORM 1 JUN 73 1994

EDITION OF 1 JUL 57 IS OBSOLETE.

9 U.S. GPO: 1973-346-841/8883

NONAPPROPRIATED FUND PETTY CASH SUMMARY VOUCHER								VOUCHER NUMBER			
For use of this form, see AR 230-20 and AR 230-45; the proponent agency is Comptroller of the Army.											
ACTIVITY						PERIOD					
						FROM			TO		
RECEIPT NUMBERS Enclosed						VERIFIED					
FROM						TO					
TOTAL AMOUNT REIMBURSED				\$		APPROVED FOR PAYMENT					
CASH ON HAND				\$		DATE PAID					
AMOUNT OF FUND				\$		CHECK NUMBER					
DISTRIBUTION FOR POSTING											
CON ACCT NO.	AMOUNT	SUBSID- IARY ACCT NO.	AMOUNT	AC- TIVITY	AMOUNT	CON ACCT NO.	AMOUNT	SUBSID- IARY ACCT NO.	AMOUNT	AC- TIVITY	AMOUNT

DA FORM 1993  
1 AR 57

SECTION II - SCHEDULE OF OPERATING EXPENSES				FROM (Date)		TO (Date)	
LINE NO.	DISTRIBUTION OF EXPENSES (Insert name of participating activity)	TOTAL AMOUNT	TYPE OF EXPENSES (Insert type of expense in columns below)				
			h	i	j	k	l
42							
43							
44							
45							
46							
47							
48							
49							
50							
51							
52							
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94							

FINANCIAL STATEMENT AND SCHEDULE OF OPERATING EXPENSES			PERIOD ENDING
For use of this form, see AR 230-63; the proponent agency is COA.			
TO: (Show name and address of receiving activity)		FROM: (Show name and address of Central Accounting Office)	
Line No.	G/L A/C	SECTION A - ACCOUNT TITLE	TOTAL
		ASSETS	
1	101	Cash in bank	
2	103	Postly cash	
3	123	Accounts receivable - other	
4			
5			
6			
7			
8			
9			
10			
11		Total	
12		LIABILITIES	
13	201	Accounts payable	
14	210	Accrued salaries and wages	
15	211	Accrued annual leave	
16	212	Accrued sick leave	
17	214	Accrued payroll taxes (employer's share)	
18	215	Federal withholding taxes payable	
19	216	State withholding taxes payable	
20	217	Social Security taxes collected and accrued	
21	213	Group health and life insurance collected and accrued	
22	219	Group retirement insurance collected and accrued	
23	227	US Savings Bonds deductions payable	
24	228	Charity payroll deductions payable	
25	234	Advances payable	
26		Other (Specify)	
27			
28			
29			
30			
31			
32			
33			
34			
35			
36			
37			
38			
39			
40			
41		Total	
REMARKS			
SIGNATURE AND TITLE OF RESPONSIBLE OFFICER			DATE

DA FORM 203A, 1 Feb 77

EDITION OF 1 JUN 74 IS OBSOLETE.

COMMANDER'S WORKBOOK FOR  
ADMINISTRATION/LOGISTICS

GROUP: SUPPLY  
MODULE: 3-1-1

PROPERTY BOOK,  
PROPERTY ACCOUNTABILITY

REFERENCE:  
DA PAM 710-2-1, DATED JANUARY 1982

MODULE 3-1-1

PROPERTY BOOK  
PROPERTY ACCOUNTABILITY

**TASK:** To determine if specific property accountability procedures are being followed in preparation/maintenance of the organization/installation property book(s).

**CONDITION:** Given unit property book(s), DA Pam 710-2-1, and guidance within this module.

**STANDARD:** You must be able to:

1. Determine if a current statement of responsibility is on file in the property book(s).
2. Determine if a current statement of accountability is on file in the property book(s).
3. Determine if a current DA Form 2496, Appointment of Property Book Officer, is on file with the property book(s).
4. Determine if all property recorded as being on hand is issued on hand receipts and posted to the property book(s), or in storage under the control of the property book officer.
5. Determine if organizational and installation property accounting records are maintained separately.

**REFERENCE:** AR 710-2 Supply Policy Below the Wholesale Level  
DA Pam 710-2-1, Using Unit Supply System

**WHAT TO DO:**

1. Insure that the statement of responsibility is current and prepared in accordance with Table 2-3, AR 710-2.
2. Insure that the statement of accountability is current and prepared in accordance with Table 2-3, AR 710-2.
3. Insure that a DA Form 2496, Appointing the Property Book Officer, is filed with the property book(s), and is prepared in accordance with Para 2-5f, AR 710-2, and Para 4-4, DA Pam 710-2-1.
4. Insure that all property is signed out on hand receipts (DA Form 2062) or under the control of the property book officer in storage. Para 2-6, AR 719-2, Para 5-3, DA Pam 710-2-1.
5. Insure that organizational and installation property records are maintained separately as prescribed in Para 2-5b(1)(2), AR 710-2, and Para 4-2, DA Pam 710-2-1.
  - a. Organizational Property is that property that is authorized on MTO&E, TDA, and deployable CTA property and will accompany the unit upon mobilization.
  - b. Installation Property is property authorized on the CTA for use at home station and may not accompany the unit upon mobilization.



PROPERTY RECORD									
For use of this form, see DA PAM 710 2-1, the proponent agency is DCSLOG.									
DATE POSTED	DOCUMENT NUMBER	QUANTITY RECEIVED	QUANTITY TURN-IN	BALANCE	DATE POSTED	DOCUMENT NUMBER	QUANTITY RECEIVED	QUANTITY TURN-IN	BALANCE
	BALANCE BROUGHT FORWARD								
	When the responsible officer is also the FBO only the following statement is required:								
	"By authority of (indicate assumption of command order or designating DF and date), I hereby assume responsibility and property book accountability for the property in the quantity shown on each record of this property book file".								
					(Signature and Date)				
					Signature Block of the Responsible Officer				
					BALANCE CARRIED FORWARD				
UIC		AUTHORITY			STOCK NUMBER				UI
LIN	ERC	REQUIRED ALW	AUTHORIZED ALW	RICC	LCC	SEC	ECC		
ITEM DESCRIPTION									

For use of this form, see DA PAM 710 2-1, the proponent agency is DCSLOG.

DA FORM 3328  
JAN 82

Together with DA Form 3328-1 replaces DA Forms 3328 Jan 77, and 3329, Aug 78, which are obsolete.

3-4



[illegible]

COMMANDER'S WORKBOOK FOR  
ADMINISTRATION/LOGISTICS

GROUP: SUPPLY  
MODULE: 3-1-2

PROPERTY BOOK,  
AUTHORIZATION MEDIA

REFERENCE:  
DA PAM 710-2, DATED JANUARY 1982  
MTOE OF UNIT  
CTA'S

MODULE 3-1-2

PROPERTY BOOK  
AUTHORIZATION MEDIA

- TASK:**
1. Determine that only the most current authorization media is utilized in computing required and/or authorized allowances.
  2. Determine that entries on property records are in the correct quantities and entered in the appropriate spaces provided.
  3. Determine if the correct authorization document is quoted in the "Authority" block on the property record.
  4. Determine the correct technical publication that lists the basic issue item, or component listing for sets, kits, or outfits is entered in the publication data block on the reverse side of the property record.
- CONDITION:** Given your unit's organization/installation property record(s), references listed below:
- STANDARD:** You must be able to:
1. Verify that only the current and most recent authorization documents are being used.
  2. Verify that entries in the required and authorized blocks on the property record are correct.
  3. Verify that the correct publication is utilized to compute allowances and the "Authority" block on the property record is annotated properly.
  4. Verify that the correct technical manual, supply bulletin, supply catalog, etc., is utilized and that data is entered in the "Publication Data" block of the property record.
- REFERENCE:**
1. DA Pam 710-2-1, Using Unit Supply System.
  2. Unit/Organization Modified Table of Organization and Equipment.
  3. Common Tables of Allowances (50-900, 50-909, etc.)
  4. Special Authorization Documents
  5. DA Pam 310-1, Consolidated Index of Army Publications and Blank Forms.

MODULE 3-1-2

WHAT TO DO:

1. Insure that the quantity in the required block of the property record is the same as shown in the recapitulation column of the MTO&E. For all other authorization media, this block is left blank. (Fig 4-3, DA Pam 710-2-1).
2. Insure that the authorized quantity entered in the authorized allowance block on the property book is the same as shown in the authorized column on the MTO&E, or computed as required by CTA. (Fig 4-3, DA Pam 710-2-1).
3. Insure that the correct authorization document is listed in the "Authority" block of the property record, i.e., MTO&E, CTA 50-900, Special Letter of Authorization, etc. (Para 4-1; Fig 4-3; DA Pam 710-2-1).
4. Insure that the publication listed in publication data block is current and lists all changes and dates. (Fig 4-3 and 4-7, DA Pam 710-2-1).

For use of this form, see DA PAM 710 2-1, the proponent agency is DCSLOG.

DA FORM 3328  
JAN 82

Together with DA Form 3328-1 replaces DA Forms 3328 Jan 77, and 3329, Aug 78, which are obsolete.

## PUBLICATION DATA

[illegible]

REMARKS

# PROPERTY RECORD

For use of this form, see DA PAM 710 2 1, the proponent agency is DCSLOG.

DATE POSTED	DOCUMENT NUMBER	QUANTITY RECEIVED	QUANTITY TURN-IN	BALANCE	DATE POSTED	DOCUMENT NUMBER	QUANTITY RECEIVED	QUANTITY TURN-IN	BALANCE
1006	BALANCE BROUGHT FORWARD			2					
<div style="position: relative; height: 400px;"> <div style="position: absolute; top: 50%; left: 50%; transform: translate(-50%, -50%) rotate(-45deg); font-size: 4em; opacity: 0.5;">SAMPLE</div> <div style="position: absolute; top: 45%; left: 60%;"> <p>MAKE, MODEL PAGE</p> <p>PARA 4-6, DA PAM 710-2-1</p> </div> </div>									
<p><b>INK ENTRIES</b></p>					<p><b>PENCIL ENTRIES</b></p>				
<p>UIC</p> <p>WA2HAA</p>					<p>STOCK NUMBER</p> <p>2320-00-177-9258</p>				
<p>AUTHORITY</p> <p>ERC A</p>					<p>BALANCE BROUGHT FORWARD</p>				
<p>REQUIRED ALW</p> <p>A</p>					<p>AUTHORIZED ALW</p> <p>1</p>				
<p>LCC</p> <p>A</p>					<p>SEC</p> <p>U</p>				
<p>ECC</p> <p>HB</p>					<p>EA</p>				
<p>ITEM DESCRIPTION</p> <p>TRUCK UTILITY: 1/4T 4x4 M151A2</p>									





For use of this form, see DA PAM 710-2-1; the proponent agency is DCSLOG.

DA FORM 3328-1  
JAN 82



# PROPERTY RECORD

For use of this form, see DA PAM 710 2-1, the proponent agency is DCSLOG.

DATE POSTED	DOCUMENT NUMBER	QUANTITY RECEIVED	QUANTITY TURN-IN	BALANCE	DATE POSTED	DOCUMENT NUMBER	QUANTITY RECEIVED	QUANTITY TURN-IN	BALANCE
1006	BALANCE BROUGHT FORWARD				27				
<p><i>SAMPLE</i></p> <p>MAKE/MODEL PAGE PARA 4-6, DA PAM 710-2-1.</p>									
INK ENTRIES					PENCIL ENTRIES				
BALANCE CARRIED FORWARD									
UIC	AUTHORITY		STOCK NUMBER		UI				
WA2HAA			2320-00-763-1092		EA				
LIN	ERC	REQUIRED ALW	AUTHORIZED ALW	RICC	LCC	SEC	ECC		
X60933	A			1	B	U	HB		
ITEM DESCRIPTION									
TRUCK UTILITY: 1/4T M151A1									

# SERIAL/REGISTRATION NUMBER RECORD

For use of this form, see DA PAM 710-2-1; the proponent agency is DCSLOG.

SERIAL/ REGISTRATION NUMBER	LOCATION	SERIAL/ REGISTRATION NUMBER	LOCATION	SERIAL/ REGISTRATION NUMBER	LOCATION	SERIAL/ REGISTRATION NUMBER	LOCATION
6F 4118							
6F 4145							
6F 4208							
6F 4300							
6F 4137							
6F 4821							
6F 5202							
6F 7814							
7G 3184							
7G 3185							
7G 3194							
8F 2138							
6H 2114							
4E 2801							
6F 4418							
6F 4721							
6F 6312							
7G 3195							
7G 4230							
7G 4281							
7G 4282							
7G 4296							
8F 2319							
4E 2800							
9N 3180							
8F 3194							
UIC	STOCK NUMBER	ITEM DESCRIPTION					
10A2HAA	2320-00-763-1092	TRK, UTIL 1/4 T MISIAI					

SAMPLE

SERIAL/REGISTRATION NUMBER  
LISTING FOR MAKE/MODEL PAGE  
PARA 4-6 e, DA PAM 710-2-1.



COMMANDER'S WORKBOOK FOR  
ADMINISTRATION/LOGISTICS

GROUP: SUPPLY  
MODULE: 3-1-3

PROPERTY BOOK  
PREPARATION AND MAINTENANCE

REFERENCE:  
AR 710-2, DATED 1 OCTOBER 1981

PROPERTY BOOK  
PREPARATION AND MAINTENANCE

TASK:

1. Determine that:
  - a. Stock Number (NSN)
  - b. Unit of Issue (UI)
  - c. Line Number (LIN)
  - d. Equipment Readiness Code (ERC)
  - e. Reportable Item Control Code (RICC)
  - f. Logistics Control Code (LCC)
  - g. Security Risk/Pilferage Code (SEC)
  - h. Equipment Category Code (ECC)
  - i. Item descriptionare current and correct.
2. Determine that property records are filed in a logical sequence.
3. Determine that property records are prepared for different makes and models, and for sized items.
4. Determine that receipt and turn-in documents are posted correctly to include serial numbers on the serial/registration number record and the supporting documents.

CONDITION:

Given your unit's property book(s), references listed below:

STANDARD:

You must be able to:

1. Verify the correct codes listed in 1A through 1I above.
2. Verify that property records are filed in a logical sequence.
3. Verify that make and model pages, and pages for sized items are prepared.
4. Verify that supporting transaction documents have been posted to the property records and that serial numbers are entered on supporting documents and the serial/registration number record.

### MODULE 3-1-3

- REFERENCES:
1. AR 710-2 Supply Policy Below the Wholesale Level
  2. DA Pam 710-2-1, Using Unit Supply System
  3. SB 700-20, Army Adopted/Other Items Selected for Authorization/List of Reportable Items
  4. Army Master Data File (AMDF)

### WHAT TO DO:

1. Insure that the NSN is entered in ink and UI, LIN, ERC, ROCC, LCC, SEC, ECC, and item description are entered in pencil. Data in these blocks must be updated periodically (Para 4-6, Fig 4-3, DA Pam 710-2-1).
2. Insure that property records are filed in a logical sequence. (Para 4-3b(1) thru (5), DA Pam 710-2-1)
3. Insure that make and model pages are prepared for two or more NSN's on hand against a single LIN authorization. Procedures are prescribed in para 4-6d, DA Pam 710-2-1.
4. Insure that supporting documents are posted to the property record, as prescribed by Para 4-8, DA Pam 710-2-1. Insure that supporting documents are processed as prescribed by Para 4-14, DA Pam 710-2-1.
5. Insure that serial numbers are recorded on the serial registration number record for all items as prescribed by para 4-6e and 4-10, DA Pam 710-2-1.



**Pam 710-2-1**

DA FORM 1328

Together with DA Form 3228-1 replaces DA Forms 3228 Jan 77, and 3228, Aug 78, which are obsolete.

**The information listed on this form is to be used as a general guide only.**

↓

**1 January 1982**

**Reprints of DA Form 3328**

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COMMANDER'S WORKBOOK FOR  
ADMINISTRATION/LOGISTICS

GROUP: SUPPLY  
MODULE: 3-1-4

PROPERTY BOOK,  
INVENTORY REQUIREMENTS

REFERENCE:  
DA PAM 710-2-1, DATED JANUARY 1982

MODULE 3-1-4

PROPERTY BOOKS  
INVENTORY REQUIREMENTS

TASKS:

1. Determine that receipt of property inventories are being conducted, to include verification of serial numbers, components, and serviceability of equipment.
2. Determine that change of responsible officer inventories are performed, to include requirements for supplementing instructions from higher headquarters.
3. Determine that annual responsible officer inventories are being conducted, to include inventory of all hand receipts and sub-hand receipts.
4. Determine when a cyclic inventory should be performed in lieu of the annual responsible officer inventory.
5. Determine that change of property book officer inventories are conducted.
6. Determine that annual property book inventories are conducted by the property book officer.
7. Determine that sensitive items inventories are conducted on a monthly basis by all hand receipt holders.
8. Determine that weapons and ammunition inventories are conducted on a timely basis, to include the requirement for change of custody of the arms storage facility key.
9. Determine that individual and organizational clothing and equipment (OCIE) inventories are conducted, to include inventories of OCIE issued to individuals absent from the unit.

CONDITION:

Given your unit/organization property book, hand receipts, and references listed below:

STANDARD:

You must be able to:

1. Verify that receipt of property inventories are being conducted, to include the verification of serial numbers, completeness of components, and serviceability of equipment.
2. Verify that change and annual responsible officer inventories are conducted, to include inventories of hand and sub-hand receipts, and components of sets, kits, and outfits.

MODULE 3-1-4

3. Verify that cyclic inventories, when used in lieu of annual responsible officer inventories, are conducted in a timely manner.
4. Verify that change and annual property book inventories are conducted as required.
5. Verify that sensitive items inventories are conducted on a monthly basis by all hand receipt holders. The PBO must inventory all sensitive items not listed on hand receipts.
6. Verify that weapons and ammunitions inventories are conducted, to include requirement for change of custody to the arms storage facility key.
7. Verify that individual and organizational clothing and equipment (OCIE) inspections are conducted.

- REFERENCES:
1. AR 710-2, Supply Policy Below the Wholesale Level
  2. DA Pam 710-2-1, Using Unit Supply System
  3. AR 700-84, Issue and Sale of Personal Clothing, w/C-1
  4. AR 735-11, Accounting for Lost, Damaged, and Destroyed Property
  5. AMDF, Army Master Data File
  6. 1A Supplement 1 to AR 700-84, Issue and Sale of Personal Clothing

WHAT TO DO:

1. Insure that receipt of property inventories are conducted as required by Para 2-12h, AR 710-2, and Para 9-4, DA Pam 710-2-1.
2. Insure that responsible officer inventories are conducted, in accordance with Para 2-12, AR 710-2, and Para 9-5, DA Pam 710-2-1.
3. Insure that annual responsible officer inventories are conducted as outlined in Para 2-12e, AR 710-2, and Para 9-6, DA Pam 710-2-1. If cyclic inventories are used in lieu of the annual inventory procedures prescribed in Para 9-7, DA Pam 710-2-1 must be followed.
4. Insure that change of property book officer inventories are conducted as prescribed by Para 2-12f, AR 710-2, and Para 9-8, DA Pam 710-2-1.
5. Insure that the property book officer conducts an annual property book inventory as directed by Para 2-12g, AR 710-2, and Para 9-9, DA Pam 710-2-1.

MODULE 3-1-4

6. Insure that a sensitive item inventory is conducted monthly for items identified by SEC's listed in Para 2-12k, AR 710-2, using procedures prescribed in Para 9-10, DA Pam 710-2-1.

7. Insure that weapons and ammunition inventories are conducted as required by Para 2-12l, AR 710-2, and Para 9-11, DA Pam 710-2-1. This will also include the required inventory for change of responsibility of the arms storage facility key.

8. Insure that individual clothing is inventoried as required by Para 16-15, AR 700-84, as supplemented by 1A Supplement 1 to AR 700-84.

9. Insure that organizational clothing and equipment (OCIE) is inventoried as prescribed by Para 2-12n, AR 710-2, and Para 10-15, DA Pam 710-2-1.

<b>DISPOSITION FORM</b>				
For use of this form, see AR 340-15; the proponent agency is TAGO.				
REFERENCE OR OFFICE SYMBOL	SUBJECT			
APVS-CO-PV	Annual Responsible Officer Inventory			
TO Cdr, 1-651 Arty Bn	FROM Cdr, A Btry 1-651 Arty Bn	DATE 20 Jul 81	CMT 1 SSG Davis/vc/6634	
<p>1. References:</p> <p>a. DA PAM 710-2-1.</p> <p>b. AR 735-11.</p> <p>2. Under the provisions of paragraph 9-6, reference 1a, a 100 percent physical inventory has been conducted on this unit's property. Discrepancies have been accounted for under the provisions of reference 1a and 1b. Document number 1200-0001 applies.</p> <p style="text-align: right;"><i>Roger W. Smith</i> ROGER W. SMITH CPT, FA Commanding</p> <p style="text-align: center; font-size: 2em; transform: rotate(-15deg);"><u>SAMPLE</u></p>				

DA FORM 2496  
AUG 80

PREVIOUS EDITIONS WILL BE USED

The information listed on this form is to be used as a general guide only.

Figure 9-1. Sample inventory DF; annual responsible officer inventory.

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DISPOSITION FORM			
For use of this form, see AR 340-15; the proponent agency is TAGO.			
REFERENCE OR OFFICE SYMBOL		SUBJECT	
AFVS-CO-LG		Cyclic Inventory	
TO Cdr, B Btry 1-651 Arty Bn		FROM PBO, 1-651 Arty Bn	DATE 20 Jul 81 CMT 1 SFC Edwards/vb/6002
<p>1. References:</p> <p>a. DA PAM 710-2-1.</p> <p>b. AR 735-11.</p> <p>2. Under the provisions of paragraph 9-6, reference 1a, you are required to physically inventory 100 percent of your unit's property annually. Paragraph 9-6, reference 1a, allows this inventory to be conducted on a cyclic basis.</p> <p>3. The cyclic method of inventory has been chosen for use in this command. During the month of August you are to inventory LIN A01869 through C51916 on your organization property hand receipt, and LIN A17126 through C70747 on your installation property hand receipt.</p> <p>4. Results of the inventory will be recorded on CMT 2 of this DF, and forwarded to this office NLT 31 August 1981.</p> <p>5. If discrepancies are noted, they should be brought to my attention immediately. Reference 1a and 1b requires that discrepancies be documented. I will assist in documenting discrepancies, if necessary.</p> <p style="text-align: right;"><i>James P. Smith</i> JAMES P. SMITH CW4, USA Property Book Officer</p> <p>AFVC-CO-BO (20 Jul 81)</p> <p>PBO, 1-651 Arty Bn                      Cdr, B Btry                      27 Aug 81 CMT 2 Artillery Battalion                      1-651 Arty Bn                      SSG Brown/jc/7215</p> <p>1. The property indicated in paragraph 3, CMT 1, has been inventoried. In addition, all sensitive items have been inventoried.</p> <p>2. No discrepancies were noted.</p> <p style="text-align: right;"><i>Charles W. Jones III</i> CHARLES W. JONES III CPT, FA Commanding</p> <p style="text-align: center; font-size: 2em; font-family: cursive;">SAMPLE</p>			

DA FORM 2496  
AUG 80

PREVIOUS EDITIONS WILL BE USED

The information listed on this form is to be used as a general guide only.

Figure 9-2. Sample DF directing an inventory and the results.



# DISPOSITION FORM

For use of this form, see AR 340-15; the proponent agency is TAGO.

REFERENCE OR OFFICE SYMBOL	SUBJECT		
AFVS-CO-LG	Annual Property Book Inventory		
TO Cdr 1-651st Arty Bn	FROM PBO 1-651st Arty Bn	DATE 25 May 82 SFC Edwards/gan/6002	CMT 1
<p>1. References:</p> <ul style="list-style-type: none"><li>a. DA Pam 710-2-1.</li><li>b. AR 735-11.</li></ul> <p>2. Under the provisions of para 9-9, reference 1a, a physical inventory has been conducted of all property book items not issued on hand receipt. Discrepancies have been accounted for under the provisions of reference 1a and 1b. Document numbers 2145-0001 and 2145-1001 apply.</p> <div style="text-align: right;"><p><i>James P. Smith</i> JAMES P. SMITH CW4, USA Property Book Officer</p></div>			

[illegible]

**The information listed on this form is to be used as a general guide only.**

**Figure 9-4. DA Form 2062 showing the results of change of custody of arms storage facility inventories.**

COMMANDER'S WORKBOOK FOR  
ADMINISTRATION/LOGISTICS

GROUP: SUPPLY  
MODULE: 3-1-5

PROPERTY BOOKS,  
REPORTING REQUIREMENTS

REFERENCE:

DA PAM 710-2-1, DATED JANUARY 1982

AR 220-1

TM 38-750

SB 700-20

MODULE 3-1-5

PROPERTY BOOK  
REPORTING REQUIREMENT

- TASK:** Determine if authorized MTO&E equipment is properly identified in order to establish which items are reportable on the Materiel Readiness Report (MRR), DA Form 2406; the Unit Status Report (USR), DA Form 2715 and 2715-1; and the Equipment Control Record, DA Form 2408-9.
- CONDITION:** Given the unit/organization property book, MTO&E, and references listed below.
- STANDARD:** You must be able to:
1. Verify the Reportable Item Control Code (RICC) indicated on the property record.
  2. Verify the Equipment Readiness Code (ERC) on the MTO&E and property record.
  3. Verify the Equipment Category Code (ECC) to be entered in the 2406 block on the property record.
  4. Verify that Equipment Control Record, DA Form 2408-9 is prepared for equipment that has to be reported.
- REFERENCE:**
1. DA Pam 710-2-1, Using Unit Supply System.
  2. TM 38-750, The Army Maintenance Management System (TAMMS)
  3. Unit/Organization Modified Table of Organization and Equipment (MTO&E)
  4. AR 220-1 Unit Status Reporting
  5. SB 700-20, Army Adopted/Other Items Selected for Authorization/ List of Reportable Items.

**WHAT TO DO:**

1. Insure that the Reportable Item Control Code (RICC) is entered on the property record for all items on hand. The RICC is shown on SB 700-20. (Fig 4-3, DA Pam 710-2-1).
2. Insure that the Equipment Readiness Code (ERC) on the property record is the same as shown on the most current Modified Table of Organization and Equipment (MTO&E). (Fig 4-3, DA Pam 710-2-1).
3. Insure that the Equipment Category Code (ECC) is entered in the 2406 Block on the Property Record for all Equipment listed in para 4-6, TM 38-750.
4. Insure that an Equipment Control Record, DA Form 2408-9 is prepared for equipment identified in para 5-9, and APP E, TM 38-750.

**Pam 710-2-1**

**The information listed on this form is to be used as a general guide only.**

COMMANDER'S WORKBOOK FOR  
ADMINISTRATION/LOGISTICS

GROUP: SUPPLY  
MODULE: 3-2-1

DA FORM 2064  
DOCUMENT REGISTER, EXPENDABLE/DURABLE

REFERENCE:  
DA PAM 710-2-1, DATED JANUARY 1982

MODULE 3-2-1

DA FORM 2064  
DOCUMENT REGISTER FOR SUPPLY ACTIONS  
EXPENDABLE/DURABLE

TASK: To emphasize key aspects of DA Form 2064, Document Register for Supply Actions for Expendable/Durable Supply Requests.

CONDITION: Given a DA Form 2064, Reference listed below.

STANDARD: You must be able to:

1. Determine how to distinguish between durable and expendable supply requests.
2. Determine who assigns blocks of expendable/durable document serial numbers to elements or sub-elements of a unit/organization.
3. Determine who initials Urgency of Need Designators (UND's) A and B requests.
4. Determine filing procedures for the expendable/durable document register and supporting documents.

REFERENCE: 1. DA Pam 710-2-1, Using Unit Supply System.  
2. AR 700-84, Issue and Sale of Personal Clothing, w/ch 1.  
3. 1A Supplement 1 to AR 700-84, Issue and Sale of Personal Clothing.  
4. AMDF - Army Master Data File.

WHAT TO DO:

1. Verify that only expendable/durable items are requested and entered on this document register. For a definition of expendable and durable items, refer to glossary 3, DA Pam 710-2-1. To verify the expendability of supplies, the AMDF must be utilized.
2. Verify that the PBO assigns a block of document numbers to elements of his unit/organization when he elects for these elements to request expendable/durable supplies. Care must be taken to insure that only one element within a unit is authorized durable items. (Para 2-19a & b, DA Pam 710-2-1).
3. Verify that as commander, you delegate authority to initial UND A & B requests on DA Form 2064. (Para 2-3, DA Pam 710-2-1).
4. Verify that expendable/durable document registers are filed in accordance with AR 340-2 for MTO&E units and AR 340-18-14 for all other units. (Para 2-19d, DA Pam 710-2-1)

MODULE 3-2-1

5. Verify that filing procedures for supporting documents as outlined in Para 4-14, DA Pam 710-2-1, are followed. Request for Personal Clothing requested for a member of the unit must be recorded in the expendable/durable document register and a temporary suspense and completed file must be maintained as prescribed by 1A Supplement 1 to AR 700-84.



# DISPOSITION FORM

For use of this form, see AR 346-15; the proponent agency is TAGO.

REFERENCE OR OFFICE SYMBOL

SUBJECT

Assignment of Document Serial Numbers

TO  
Property Book Officer  
All Concerned

FROM  
Commander  
1-651 Arty Bn

DATE

CMT 1

1. The DODAAC of this unit is WTTHEC and the UIC is WAZHAA. All sub-elements of this unit will use the unit DODAAC.
2. In accordance with para 2-19c(2), DA Pam 710-2-1, the following document serial numbers are assigned to the respective sections:

-- 0001 thru 0999	Non-expendable property book section
-- 1000 thru 1999	Expendable/durable property book section
-- 2000 thru 2999	Class IX repair parts - Motor Pool
-- 3000 thru 3999	POL

JOHN BROWN  
LTC, FA  
Commanding

3-37

COMMANDER'S WORKBOOK FOR  
ADMINISTRATION/LOGISTICS

GROUP: SUPPLY  
MODULE: 3-2-2

DA FORM 2064  
DOCUMENT REGISTER, NON-EXPENDABLE

REFERENCE:  
AR 710-2, DATED 1 OCTOBER 1981

MODULE 3-2-2

DA FORM 2064  
DOCUMENT REGISTER, NON-EXPENDABLE

TASKS:

1. Determine if the non-expendable document register is kept only at the property book level.
2. Determine if only property book items (regardless of ARC) or non-expendable components are entered on the register.
3. Determine if the correct priority designator is utilized on the unit's Force Activity Designator (FAD) and the Urgency of Need Designator (UND).
4. Determine if requests with UND's A and B are initialed by the person authorized to authenticate UND's A and B requests.

CONDITION:

Given your unit/organization non-expendable document register, the references listed below, and guidance within this module.

STANDARD:

You must be able to:

1. Verify that only one document register for MTOE and non-expendable items is being maintained.
2. Verify that only property book items and non-expendable components are requested.
3. Verify the proper assignment of UND's A and B to requests for supplies.
4. Verify that UND A and B requests are authenticated by the individual authorized to do so in column h on DA Form 2064.

REFERENCES:

DA Pam 710-2-1, Using Unit Supply System Manual Procedures, Jan 82.  
AR 710-2, Supply Policy Below the Wholesale Level, 1 Oct 81

WHAT TO DO:

1. Insure that only the PBO maintains the non-expendable document register. (Ref: Para 2-19a(1), DA Pam 710-2-1).
2. Insure that all transactions entered on the non-expendable document register are supported by:
  - a. A completed request placed in the completed document file.
  - b. A due-in suspense copy with status cards is maintained in the dues-in suspense file.
  - c. A cancellation document received from the source of supply and placed in the completed document file.
3. Insure that the document register is maintained in accordance with DA Pam 710-2-1, Fig 2-6.

COMMANDER'S WORKBOOK FOR  
ADMINISTRATION/LOGISTICS

GROUP: SUPPLY  
MODULE 3-3-1

DA FORM 2062, HAND RECEIPTS

REFERENCE:

AR 710-2, DATED 1 OCTOBER 1981

DA PAM 710-2-1, DATED JANUARY 1982

MODULE 3-3-1

DA FORM 2062,  
HAND RECEIPTS

TASK: To recognize the key factors of DA Form 2062.

CONDITION: Given a completed sample of DA Form 2062 and guidance within this module.

STANDARD: You must be able to:

1. Determine that the DA Form 2062 is being used as a hand receipt.
2. Determine that the hand receipt does have a hand receipt file number.
3. Determine that the total allowance column is complete.
4. Determine that the individual receiving the property has acknowledged receipt of the property listed on the hand receipt.

REFERENCE: AR 710-2, Supply Policy Below the Wholesale Level, 1 Oct 81  
DA Pam 710-2-1, Using Unit Supply System Manual Procedures, 1 Jan 82

WHAT TO DO:

1. Insure that the words "Annex No." are crossed out. (DA Pam 710-2-1).
2. Insure that the "Hand Receipt File No." section in the "To" block of the DA Form 2062 has a locally designed number entered. (Figure 2-5).
3. Insure that the "Qty Auth" column of the DA Form 2062 has been completed in pencil.
4. Insure that subhand receipts are filled out the same as hand receipt above.

## INSTRUCTIONS FOR PREPARING DA FORM 2062 AS A HAND OR SUBHAND RECEIPT

<i>Block or Column</i>	<i>Instructions</i>
Hand-Receipt Annex Number .....	Line out annex number.
From .....	Enter the name of the organization, unit, section, or squad which issues the property. Do not enter a person's name.
To .....	1. Enter the name of the unit, section, or squad to which the property is issued.  2. For quarters furniture or property of a personal nature, such as sheets, pillow-case, or bed, enter the name and rank of the person receiving the property.
Hand-Receipt Number .....	Enter a locally designated number. Use it to post the location of property in the property book. A number is not required when property of a personal nature is issued directly to an individual.
Stock Number .....	1. Enter the stock number of the item being described.  2. Line item number (LIN) may be entered for identifying items to be inventoried on a cyclic basis (ink or pencil entry).
Item Description .....	1. Enter enough words to identify the item.  2. Enter the number and date of the publication that contains the basic issue items list (BILL), mandatory discretionary components, or other components list (ink or pencil entry). The publication number will normally be an operator's technical manual (-10) or supply catalog (SC).  3. Enter serial/registration numbers when recorded on the property book. Line out serial numbers when the item is turned in.
.....	When used as a— • Hand or subhand receipt, enter the hand-receipt annex number for the item (pencil entry). If hand-receipt annex is not required, leave blank.  • Hand receipt for quarters furniture, enter the proper condition code at time of issue (ink or pencil entry). Condition codes are listed below. (Entry required only for family quarters occupants.)
SEC .....	Enter the SEC code of the item (pencil entry). This code is in the AMDF.
U .....	Enter the unit of issue (pencil entry).
Qty Auth .....	Enter the quantity authorized to be on hand (pencil entry).
Quantity Columns A through F .....	1. Enter the quantity on hand for each item listed. Line out all unused blocks in columns with recorded quantities.  2. Advance all quantities to the next quantity column when quantities change. Quantities must be advanced when changing hand or subhand-receipt holders.  3. The person receiving the property will sign, enter his or her rank and date the proper quantity column on the last page (ink entry). The last page is the last numbered page. It may be an odd or even number. The last page may be reserved for signatures only. (The original page will have an original signature; the copy may have a carbon signature.)
Page _____ of _____ Pages	Self-explanatory.

## CONDITION CODES (FOR QUARTERS FURNITURE ONLY)

BE-Bent	F-Faded	RU-Rusted
BR-Broken	G-Gauged	SC-Scratched
BU-Burned	L-Loose	SO-Sotted
CH-Chipped	M-Marred	T-Torn
MO-Moth-eaten	MI-Mildewed	W-Badly Worn
D-Dented	R-Rubbed	Z-Cracked

Note: All entries will be made in ink or typewritten unless otherwise stated.

Figure 5-1. DA Form 2062 as a hand receipt—Continued

HAND RECEIPT/ANNEX NUMBER			FROM		TO		HAND RECEIPT NUMBER					
For use of this form, see U.S. FAM 710-2.1. The procuring agency is ODCSLOG.			PBO 1-651 Arty Bn		Cdr, C Btry		PAGE 3					
END ITEM STOCK NUMBER		END ITEM DESCRIPTION		PUBLICATION NUMBER		PUBLICATION DATE		QUANTITY				
STOCK NUMBER a.		ITEM DESCRIPTION b.		# c.	SEC d.	U e.	QTY AUTH f.	QUANTITY A B C D E F				
100-00-726-5655	TM 9-1005-211-12, W/C 1-5, 16 SEP 68 Pstl .45 M1911A1 W/OE Ser No. 9671182				N	EA	1	1	1	1	1	
1220-00-588-7282	Pltg Board W/E M17				U	EA	2	2	1	2	2	
	Radiac Set AN/PDR-27						2	/	/	/	/	
6665-00-017-8903	TM 11-6665-209-15, W/C 1-5, 2 SEP 60 Radiac Set AN/PDR-27Q				U	EA		1	1	1	1	
6665-00-961-0846	TM 11-6665-230-15, W/C 1-3, 20 JUN 67 Radiac Set AN/PDR-27R				U	EA		1	1	1	1	
6665-00-752-7759	TM 11-6665-214-10, W/C 1-4, 27 NOV 62 Radiacmeter IM-93A/UD				U	EA	4	4	3	4	4	
	Radiacmeter IM-174/PD						2	/	/	/	/	
6665-00-999-5145	TM 11-6665-232-12, W/C 1-7, 21 AUG 67 Radiacmeter IM-174A/PD				U	EA		1	1	1	1	
6665-00-856-8037	TM 11-6665-213-12, W/C 1-2, 31 JUL 69 Radiacmeter IM-174-PD				U	EA		1	1	1	1	
	Radio Set AN/GRC-160						3	/	/	/	/	
5820-00-223-7411	TM 11-5820-498-12, W/C 1-8, 31 MAY 67 Radio Set AN/GRC-125				U	EA		2	2	2	2	
5820-00-223-7473	TM 11-5820-498-12, W/C 1-8, 31 MAY 67 Radio Set AN/GRC-160				U	EA		1	1	1	1	
5820-00-223-7433	TM 11-5820-401-12, W/C 1-3, 7 SEP 72 Radio Set AN/VRC-46				4	U	EA	3	3	3	3	3
2320-00-177-9258	Trk 9-2320-218-10, 10 AUG 78 Trk Util 1/4-Ton M151A2 USA 86F4118				U	EA	7	6	5	7	7	
	6F4118, 6F4721, 7G3194, 6F4190, 8F3194							/	/	/	/	
	8F2319, 9N3180, 7G4230							/	/	/	/	

\* WHEN USED AS A  
 HAND RECEIPT, enter Hand Receipt Annex Number  
 HAND RECEIPT FOR QUARTERS FURNITURE, enter Condition Codes  
 HAND RECEIPT ANNEX/COMPONENTS RECEIPT, enter Accounting Requirements Code (ARC)

PAGE 6 OF 14 PAGES

[illegible]

The information listed on this form is to be used as a general guide only.

Figure 5-1. DA Form 2062 as a hand reprint.

**1 January 1982**

DA FORM 2062  
JAN 57

EDITION OF JAN 68 IS OBSOLETE.

The information listed on this form is to be used as a general guide only.

Figure 5-2. DA Form 2082 as a subhand receipt.



COMMANDER'S WORKBOOK FOR  
ADMINISTRATION/LOGISTICS

GROUP: SUPPLY  
MODULE: 3-3-2

DA FORM 2062,  
HAND RECEIPT ANNEXES

REFERENCE:  
AR 710-1, DATED 1 OCTOBER 1981  
DA PAM 710-2-1, DATED JANUARY 1982

MODULE 3-3-2

DA FORM 2062  
HAND RECEIPT ANNEXES

TASK: To recognize the key entries on DA Form 2062 when used as a hand receipt annex.

CONDITION: Given DA Form 2062 and reference listed below.

STANDARD: You must be able to:

1. Determine which items on the master hand receipt require a hand receipt annex.
2. Determine that the hand receipt annex is assigned an annex number, which is also shown on the hand receipt.
3. Determine that the NSN, end item description, publication number and date, is entered on DA Form 2062, for the set, kit, or outfit, SKO.
4. Determine the quantity of end items the annex is prepared for and insure that correct shortages are shown.
5. Determine that shortages listed on the annex are validated by the person responsible for keeping the document register.
6. Determine that when the pre-printed component listing for a SKO is used, only the actual shortages are listed, and the commander or PBO authenticates the shortages.

REFERENCE: AR 710-2, Supply Policy Below the Wholesale Level  
DA Pam 710-2-1, Using Unit Supply System

WHAT TO DO:

1. End items that have components are issued on hand or sub-hand receipts, and non-expendable or durable shortages exist, a hand receipt annex must be prepared. (Para 2-7, AR 710-2; Para 6-1, DA Pam 710-2-1)
2. Insure that an annex number is assigned to each hand receipt annex and cross-referenced to the hand receipt. (Fig 5-1 and 6-1, DA Pam 710-2-1).
3. Insure that all pertinent information, applicable to the end item the annex is prepared for, is entered on DA Form 2062 as shown in Fig 6-1, DA Pam 710-2-1.
4. Insure that the correct number of shortages of components is shown, if the annex has been prepared for more than one like end item. (Fig 6-1, DA Pam 710-2-1)
5. Insure that shortages listed in the quantity columns are validated by the PBO or commander. (Para 6-1b, DA Pam 710-2-1).
6. Insure that when utilizing the pre-printed DA Form 2062, only non-expendable and durable component shortages are shown in the quantity column and validated by the PBO or commander. (Para 6-1a, b, DA Pam 710-2-1).

HAND RECEIPT/ANNEX NUMBER <i>For use of this form, see DA PAM 710-2-1. The proponent agency is ODCSLOG.</i>		FROM Cdr C Btry		TO Motor Pool		HAND RECEIPT NUMBER 2						
FOR ANNEX/COMPONENT ONLY	END ITEM STOCK NUMBER 5180-00-177-7033	END ITEM DESCRIPTION Tool Kit General Mechanic		PUBLICATION NUMBER SC 5180-90-CL-N26		PUBLICATION DATE 18 Oct 78	QUANTITY 4					
STOCK NUMBER a.	ITEM DESCRIPTION b.	# c.	SEC d.	U e.	QTY ALPH f.	QUANTITY g.						
5120-00-061-8543	Hammer, Hand: machinists; ball peen	D		EA		3	2					
5120-00-230-6385	Ratchet type; Reversible; 1/2 in drive	D		EA		2	1					
5120-00-293-0032	Pliers: long round nose, w/cutter 7-in	D		EA		4	4					
* WHEN USED AS A HAND RECEIPT, enter Hand Receipt Annex Number HAND RECEIPT FOR QUARTERS FURNITURE, enter Condition Code HAND RECEIPT ANNEX/COMPONENTS RECEIPT, enter Accounting Requirements Code (ARC)												

DA FORM 2062  
JAN 62

EDITION OF JAN 66 IS OBSOLETE.

PAGE 1 OF 1 PAGES

The information listed on this form is to be used as a general guide only.

Figure 6-1. DA Form 2062 as a hand receipt annex.

6-1

## INSTRUCTIONS FOR PREPARING DA FORM 2062 AS A HAND-RECEIPT ANNEX

When using the preprinted DA Form 2062, most of the data for the following instructions will already be printed.

Column or Block	Instructions
Hand-Receipt/Annex Number .....	Enter the consecutive annex number after the title.
From .....	Enter the same data recorded on the hand or subhand receipt to which the annex applies.
To .....	Enter the same data recorded on the hand or subhand receipt to which the annex applies.
Hand Receipt Number .....	Enter the same data recorded on the hand or subhand receipt to which the annex applies.
End Item Stock Number .....	Enter the stock number of the item for which shortages exist.
End Item Description .....	Enter the description of the item for which shortages exist.
Publication Number .....	Enter the publication number listed for the end item on the hand or subhand receipt (ink or pencil entry).
Publication Date .....	Enter the date of the publication listed for the end item on the hand or subhand receipt (ink or pencil entry).
Quantity .....	Enter the number of end items to which the annex applies.
Stock Number .....	Enter the stock number of the missing item.
Item Description .....	Enter a description of the missing item.
SEC .....	Enter the accounting requirements code (ARC) of the missing item (pencil entry).
UI .....	Leave Blank.
QTY AUTH .....	Enter the unit of issue of the missing item (pencil entry).
Quantity Columns A through F .....	Leave blank.
	1. Enter the quantity missing for each item listed. Line out all unused blocks in columns with recorded quantities.
	2. Advance all quantities to the next quantity column when quantities change. Quantities must be advanced when the person that validated the shortages is replaced.
	3. The person filling the position identified in the "From" block will initial the last page under the last recorded item (ink entry). Shortages must be validated by the current responsible person.
	Self-Explanatory.

Page \_\_\_\_\_ of \_\_\_\_\_ pages.

Note: Make all entries in ink or by typewriter unless otherwise stated.

Figure 6-1. DA Form 2062 as a hand receipt annex—Continued

6-2. Component hand receipt procedures. a. A component hand receipt is a list of nonexpendable and durable components of sets, kits, and outfits (SKO) that have been issued to a using individual. Expendable items may be listed for information purposes. When available, preprinted DA Forms 2062 will be used for component hand receipts. Preprinted DA Forms 2062 are published in conjunction with selected SCs. Available preprinted DA Forms 2062 are identified in DA Pam 310-6 by the letters "HR" after the SC number. Use blank DA Form 2062 when preprinted forms are not available. The component hand receipt is the record of responsibility for items listed on it. It is also the record that validates component shortages; therefore, hand receipt annexes are not required. Use a component hand receipt when issuing an SKO that—

- (1) Has an individual basis of issue; and
  - (2) Is to be issued to the using individual.
- b. Component hand receipts will be prepared by the person issuing the property. Prepare component hand receipts in two copies. The preparer will keep the original. The using individual will keep the copy. The user's copy will be filed or kept with the issued equipment. Figure 6-2 gives instructions for preparing DA Form 2062 as a component hand receipt. File component hand receipts according to AR 340-2 or AR 340-18-14, as applicable.
- c. Keep component hand receipts current. Do this by posting changes as they occur or by using change documents. When change documents are used, follow the procedures in paragraph 5-3d.

COMMANDER'S WORKBOOK FOR  
ADMINISTRATION/LOGISTICS

GROUP: SUPPLY  
MODULE: 3-3-3

DA FORM 2062,  
COMPONENT HAND RECEIPTS

REFERENCE:  
AR 710-2, DATED 1 OCTOBER 1981  
DA PAM 710-2-1, DATED 1 JANUARY 1982

MODULE 3-3-3

DA FORM 2062,  
COMPONENT HAND RECEIPTS

**TASK:** To determine when component hand receipts are required and the preparation thereof.

**CONDITION:** Given a pre-printed 2052, Component Hand Receipt, and references listed below.

**STANDARD:** You must be able to:

1. Determine when a component hand receipt must be used.
2. Determine the required entries on the component hand receipt.
3. Determine the correct preparation of the component hand receipt.

**REFERENCE:** AR 710-2, Supply Policy Below the Wholesale Level  
DA Pam 710-2-1, Using Unit Supply System

**WHAT TO DO:**

1. Insure that component hand receipts are prepared when the end item is issued directly to the using individual. (Para 2-7a, AR 710-2, Para 6-2a, DA Pam 710-2-1)
2. Insure that all non-expendable and durable components contained in the end item are shown, by quantity authorized, on the listing. Items short for the end item will not be shown, and as such, will validate the shortage. Expendable items may be shown for information purposes.
3. Insure that the individual receiving the end item assumes responsibility for the end item by placing his signature on the last page of the listing as shown in Fig 6-2, DA Pam 710-2-1.

**1 January 1982**

**Pam 710-2-1**

HAND RECEIPT/ARMED COMPONENTS For use of this form, see DA PAM 710-2.1. The proponent agency is ODCSLOG.		FROM Motor Pool C Btry 1-651 Arty	TO SP4 Robert L. Johnson	HAND RECEIPT NUMBER 2-3								
FOR ARMED-CD ONLY	END ITEM STOCK NUMBER 5180-00-177-7033	END ITEM DESCRIPTION Tool Kit General Mechanic	PUBLICATION NUMBER SC 5180-90-CL-N26	PUBLICATION DATE 18 OCT 78	QUANTITY 1							
STOCK NUMBER A	ITEM DESCRIPTION A	* C	BAC D	U A	QTY ALPH F	S. A	QUANTITY A B C D E F					
	PUNCH DRIVE PIN:											
5120-00-242-5966	Straight; 1/8 in. pt dia, 3/4 in. now pt lg.	D	M	EA	1	1	1					
5120-00-240-6083	Straight; 1/4 in. dia of pt, 1 in. now pt lg	D	M	EA	1	1	1					
5120-00-273-0001	Straight; 3/8 in. dia of pt; 1 in. now pt lg	D	M	EA	1	1	1					
5120-00-239-0038	Straight; 3/4 in. dia of pt, 10 in o/a lg	D	M	EA	1	1	1					
5120-00-242-3433	Tapered; 1/8 in. dia of ptm 2-1/8 in. now taper lg, 4-1/2 in. o/a lg.	D	M	EA	1	1	1					
5120-00-182-9656	RULE, STEEL, MACHINISTS: 1/64 in. to 1/32 in. graduated edges, 6 in. lg, 7/32 in. w, 3/64 in thk.	D	M	EA	1	1	1					
5120-00-832-6221	SCREW STARTER, HAND: Combination phillips 7 straight tip; rotating wedge grip, 9/32 in. tip dia, 7-3/16 in. o/a lg SCREWDRIVER, CROSS TIP: plastic handle, Phillips cross.	D	M	EA	1	1	1					
5120-00-240-8716	No. 1 tip, 3 in. blade lg.	D	M	EA	1	1	1					

\* WHEN USED AS A:  
 HAND RECEIPT, enter Hand Receipt Armed Number  
 HAND RECEIPT FOR QUARTERS FURNITURE, enter Condition Codes  
 HAND RECEIPT ARMED COMPONENTS RECEIPT, enter Accounting Requirements Code (ARC)

PAGE 6 OF 10 PAGE

DA FORM 2062

[illegible]

January 14, 1918

PAGE 10 OF 10 PAGES

**The information listed on this form is to be used as a general guide only.**

Figure 6-2. DA Form 2082 as a component hand receipt.

**INSTRUCTIONS FOR PREPARING DA FORM 2062 AS A COMPONENT HAND RECEIPT**

**When using the preprinted DA Form 2062, most of the data for the following instructions will already be printed.**

Hand-Receipt/Annex Number	Column or Block	Instructions
.....		Line out "Annex Number."

From .....	Enter the name of the organization, unit, section, or squad which issues the property.
To .....	Enter the name and rank of the person receiving the property.
Hand Receipt Number .....	Enter a locally designated number.
End Item Stock Number .....	Enter the stock number of the end item.
End Item Description .....	Enter a description of the end item.
Publication Number .....	Enter the description of the publication that contains the basic issue items list (BII), mandatory discretionary components, or other components list for the end item.
Publication Date .....	Enter the date of the publication listed in the "Publication Number" block.
Quantity .....	Enter "1."
Stock Number .....	Enter a description of each component of the end item.
Item Description .....	Enter a description of each component of the end item.
.....	Enter the Accounting Requirements Code (ARC) of the component (pencil entry).
SEC .....	Enter SEC of the component (pencil entry).
UI .....	Enter the unit of issue of the component (pencil entry).
QTY AUTH .....	Enter the quantity authorized to be on hand (pencil entry).
Quantity Columns A through F .....	<p>1. Enter the quantity on hand for each component listed. Line out all unused blocks in columns with recorded quantities.</p> <p>2. Advance all quantities to the next column when quantities change. Quantities must be advanced when changing hand or sub-hand receipt holders.</p> <p>3. The person receiving the property will sign, enter his or her rank, and date the proper quantity column on the last page (ink entry). The last page is the last numbered page. It may be an odd or even number. The last page may be reserved for signatures only. (The original page will have an original signature; the copy may have a carbon signature.)</p>
Page _____ of _____ Pages .....	Self-explanatory.

Note: Make all entries in ink or by typewriter unless otherwise stated.

Figure 6-2. DA Form 3062 as a component hand receipt—Continued



COMMANDER'S WORKBOOK FOR  
ADMINISTRATION/LOGISTICS

GROUP: SUPPLY  
MODULE: 3-4-1

CLOTHING RECORDS: INDIVIDUAL  
DA FORM 3161  
PERSONAL CLOTHING REQUEST

REFERENCE:  
AR 700-84  
1A SUPPLEMENT 1 TO AR 700-84  
CTA 50-900  
3-53

MODULE 3-4-1

REQUEST FOR ISSUE OR TURN-IN DA FORM 3161  
PERSONAL CLOTHING REQUEST

TASK: To recognize key entries required on DA Form 3161.

CONDITION: Given DA Form 3161, 1A Supplement 1 to AR 700-84, AR 700-84, CTA 50-900, and guidance within this module.

STANDARD: You must be able to:

1. Determine the eligibility of the individual to receive the clothing.
2. Determine the quantity of personal clothing to be issued.
3. Determine the size of clothing to be requested.
4. Determine if the individual has signed for receipt of the clothing on DA Form 4886 or 4886-1.
5. Determine that a suspense and completed document file for request has been established.

REFERENCE: 1A Supplement 1 to AR 700-84, AR 700-84, CTA 50-900.

WHAT TO DO:

1. Insure that the individual the clothing is requested for is eligible to receive the clothing.
2. Insure that the quantity of clothing requested for the individual is actually authorized.
3. Insure that the correct size of clothing is requested for the individual.
4. Insure that a DA Form 4886 or 4886-1 is prepared, quantities of clothing received are transferred, and the individual's signature entered in the signature block.
5. Insure that requests for clothing with partial fill are placed in the suspense file, in order to request unfilled items. Copies of completed request documents are placed in the completed document file under file number 1401-02.

REQUEST FOR ISSUE OR TURN-IN (AR 710-2)				XX	ISSUE TURN-IN	SHEET NO 1	NO SHEETS 3	3. REQUEST NO EXPENDABLE DOC NO		4. VOUCHER NO											
1. SEND TO: FACILITY SUPPORTING UNIT				5. DATE MATERIEL REQUIRED				6. DODAAC UNIT DODAAC		8. ACCOUNTING/FUNDING DATA											
2. REQUEST FROM: UNIT ADDRESS				9. END ITEM IDENT N/A		9a. NAME/MANUFACTURER N/A		9b. MODEL N/A		9c. SERIAL NO N/A											
* CODE I-Initial R-Replacement				TURN-IN FWN- Fair Wear And Tear RS- Report of Survey				10. PUBLICATION OTA 50-900		11. JOB ORDER NO N/A											
12. ITEM NO a		STOCK NO b		ITEM DESCRIPTION c		UNIT OF ISSUE d		QUANTITY e		CODE* f		SUPPLY ACTION g		UNIT PRICE h		TOTAL COST i		POSTED DATE j		BY k	
		SEX: FEMALE		NAME:				SSAN:				GRADE:									
1	8465-00-141-0932			BAG, Duffle		1	EA														
2	8440-00-573-			BELT, Trousers		1	EA														
3	8410-00-339-			BERST, Blk		1	EA														
4	8430-			BOOTS, Cmbt, Blk		2	PR														
5	8315-00-300-0327			BUCKLE, Belt, Blk		1	EA														
6	8415-01-084-			CAP, Camo		2	EA														
7	8410-01-005-			COAT, AW, AS-385		1	EA														
8	8415-01-084-			COAT, Camo		3	EA														
9	8415-			COAT, Cld wthr		1	EA														
10	8410-00-			COAT, AG-344		1	EA														
11	8415-00-682-			GLOVES, Insert		1	PR														
12	8415-00-			GLOVES, Shell, lthr		1	PR														
13	8445-00-			GLOVES, Dress, lthr		1	PR														
14	8445-01-026-5311			HANDBAG		1	EA														
												SHEET TOTAL		GRAND TOTAL							
13. ISSUE/TURN-IN "QUANTITY" COLUMN IS REQUESTED		DATE		BY		14. ISSUE QTY IN "SUPPLY ACTION" COLUMN		DATE		BY		15. REC QTY IN "SUPPLY ACTION" COLUMN		DATE		BY					

FORM  
DA JUN 73 3161

REPLACES DA FORM 3161, 1 JUL 66 WHICH IS OBSOLETE.

U.S. GOVERNMENT PRINTING OFFICE 1977-243-630

3-55

REQUEST FOR ISSUE OR TURN-IN (CONTINUATION SHEET)			XX	ISSUE	SHEET NO	NO SHEETS	6. DODAAC		3. REQUEST NO		4. VOUCHER NO	
			TURN-IN		2	3	UNIT DODAAC		EXP DOC NO			
12. ITEM NO	STOCK NO	ITEM DESCRIPTION	UNIT OF ISSUE	QUANTITY	CODE	SUPPLY ACTION	UNIT PRICE	TOTAL COST	POSTED			
a	b	c	d	e	f	g	h	i	DATE	BY		
15	8455-00-	INSIGN, BOS, EP	1	EA								
16	8455-00-102-8612	INSIGN, US, EP	2	EA								
17	8455-00-082-2376	INSIGN, Hat, EW	1	EA								
18		JACKET, AG-388 (SS)	1	EA								
19	8410-01-021-	JACKET, AG-388 (LS)	1	EA								
20	8410-01-	JACKET, AG-344	1	EA								
21	8455-00-549-5363	SCARF, White	1	EA								
22	8410-00-107-	SHIRT, White	2	EA								
23	8435-01-075-	SHOES, Dress, female	1	PR								
24	8410-01-013-9109	HAVELOCK, EW	1	EA								
25	8410-01-021-	SKIRT, AG-388	1	EA								
26	8410-00-	SKIRT, AG-344	1	EA								
27	8410-01-	SLACKS, AG-344	1	PR								
28	8440-00-	SOCKS, Wool	3	PR								
29	8415-01-084-	TROUSERS, Camo	3	PR								
30	8465-00-261-6629	NECKLACE, ID	1	EA								
31	8465-00-999-7905	COVER, Tag, ID	1	EA								
32	8455-00-	INSIGN, OR, EW, Cloth	1	PR								
33	8455-00-135-6758	INSIGN, SS, Full Color	1	EA								
34	8455-00-135-9166	INSIGN, SS, Subdued	4	EA								
								SHEET TOTAL				

FORM 3161-1

REPLACES DA FORM 3161-1, 1 APR 68 WHICH IS OBSOLETE.

U.S. GOVERNMENT PRINTING OFFICE: 1978-255-929

REQUEST FOR ISSUE OR TURN-IN (CONTINUATION SHEET)				XX	ISSUE	SHEET NO	NO SHEETS	6. DODAAC	3. REQUEST NO	4. VOUCHER NO
				TURN-IN		3	3	UNIT DODAAC	EXP DOC NO	
12. ITEM NO a	STOCK NO b	ITEM DESCRIPTION c	UNIT OF ISSUE d	QUANTITY e	CODE f	SUPPLY ACTION g	UNIT PRICE h	TOTAL COST i	POSTED DATE BY	
35	8455-00-107-	INSIGN, GR, Subd, mtl	3	PR						
36	8455-00-	INSIGN, GR, mtl, gold	2	PR						
								SHEET TOTAL		

DA FORM 3161-1  
JUN 73

REPLACES DA FORM 3161-1, 1 APR 68 WHICH IS OBSOLETE.

U.S. GOVERNMENT PRINTING OFFICE: 1978-255-929

REQUEST FOR ISSUE OR TURN-IN (AR 710-2)				XX	ISSUE	SHEET NO	NO SHEETS	3. REQUEST NO		4. VOUCHER NO		
					TURN-IN	1		EXPENDABLE DOC NO				
1. SEND TO: FACILITY SUPPORTING UNIT				5. DATE MATERIEL REQUIRED			6. DODAAC UNIT DODAAC		7. PRIORITY		8. ACCOUNTING/FUNDING DATA	
2. REQUEST FROM: UNIT ADDRESS				9. END ITEM IDENT N/A		9a. NAME/MANUFACTURER N/A		9b. MODEL N/A		9c. SERIAL NO N/A		
* CODE    ISSUE    TURN-IN I-Initial    FWT-Fair Wear And Tear    EX-Excess R-Replacement    RS-Report of Survey    SC-Sims of Charges				10. PUBLICATION CTA 50-900				11. JOB ORDER NO N/A				
12. ITEM NO a	STOCK NO b	ITEM DESCRIPTION c	UNIT OF ISSUE d	QUANTITY e	CODE f	SUPPLY ACTION g	UNIT PRICE h	TOTAL COST i	POSTED DATE    BY			
	SEX: MALE	NAME:		SSAN:					GRADE:			
1	8465-00-141-0932	BAG, Duffle	1 EA									
2	8440-00-573-	BELT, Trs, blk	2 EA									
3	8430-00-	BOOTS, Cbt, lthr, blk	2 PR									
4	8315-00-275-4513	BUCKLE, Brass	1 EA									
5	8315-00-300-0327	BUCKLE, Black	1 EA									
6	8405-00-985-	CAP, Garr, AG-344	1 EA									
7	8415-01-084-	CAP, Camo	2 EA									
8	8405-01-059-	COAT, AW, AG-385	1 EA									
9	8415-01-084-	COAT, Camo	3 EA									
10	8415-00-	COAT, Old wthr	1 EA									
11	8405-00-985-	COAT, AG-344	1 EA									
12	8440-00-139-	GLOVES, Dress	1 PR									
13	8415-00-682-	GLOVES, Insert	1 PR									
14	8415-00-	GLOVES, Shell	1 PR									
								SHEET TOTAL		GRAND TOTAL		
13. ISSUE/TURN-IN DATE		BY		14. ISSUE QTY IN "SUPPLY ACTION" COLUMN		DATE		BY		15. REC QTY IN "SUPPLY ACTION" COLUMN		
"QUANTITY" COLM IS REQUESTED												

FORM  
DA JUN 73 3161

REPLACES DA FORM 3161, 1 JUL 66 WHICH IS OBSOLETE.

U.S. GOVERNMENT PRINTING OFFICE: 1977 - 245 - 630

REQUEST FOR ISSUE OR TURN-IN (CONTINUATION SHEET)				XX	ISSUE	SHEET NO	NO SHEETS	4. DODAAC	3. REQUEST NO	4. VOUCHER NO
				TURN-IN		2	2	UNIT DODAAC	EXP DOC NO	
12. ITEM NO	STOCK NO	ITEM DESCRIPTION	UNIT OF ISSUE	QUANTITY	CODE	SUPPLY ACTION	UNIT PRICE	TOTAL COST	POSTED	
a	b	c	d	e	f	g	h	i	DATE	BY
15	8455-00-	INSIGN, BO3, EP	1 EA							
16	8455-00-102-8612	INSIGN, US, EP	2 EA							
17	8440-00-316-2519	NECKTIE, Blk	1 EA							
18	8405-01-077-	SHIRT, AS-415 (LS)	1 EA							
19	8405-01-077-	SHIRT, AS-415 (SS)	1 EA							
20	8430-00-559-	SHOES, Dress	1 PR							
21	8440-00-543-	SOCKS, Dress, blk	3 PR							
22	8440-00-	SOCKS, Wool, OG-408	3 PR							
23	8415-01-084-	TROUSERS, Camo	3 PR							
24	8405-00-067-	TROUSERS, AG-344	2 PR							
25	8465-00-261-6629	NECKLACE, ID	1 EA							
26	8465-00-999-7905	COVER, Tag, ID	1 EA							
27	8455-00-	INSIGN, GR, EM, cloth	1 PR							
28	8455-00-135-6758	INSIGN, SS, FULL COLOR	1 EA							
29	8455-00-135-9166	INSIGN, SS, Subd	4 EA							
30	8455-00-	INSIGN, GR,mtl,gold	2 PR							
31	8455-00-107-	INSIGN, GR,mtl,subd	3 PR							
								SHEET TOTAL		

DA FORM 3161-1

REPLACES DA FORM 3161-1, 1 APR 68 WHICH IS OBSOLETE.

U.S. GOVERNMENT PRINTING OFFICE: 1978-255-929

3-59

COMMANDER'S WORKBOOK FOR  
ADMINISTRATION/LOGISTICS

GROUP: SUPPLY  
MODULE: 3-4-2

CLOTHING RECORDS:  
ORGANIZATIONAL  
DA FORM 3645,  
ORGANIZATION CLOTHING AND EQUIPMENT RECORD

REFERENCE:  
DA PAM 710-2-1, DATED JANUARY 1982



MODULE 3-4-2

CLOTHING RECORDS: ORGANIZATIONAL, DA FORM 3645  
ORGANIZATION CLOTHING AND EQUIPMENT RECORD

- TASK: To recognize the key entries on DA Form 3645.
- CONDITION: Given a copy of DA Form 3645 and guidance within this module.
- STANDARD: You must be able to:
1. Determine that you have a DA Form 3645 for each member of the unit.
  2. Determine the MOS of the individual for whom the DA Form 3645 has been initiated.
  3. Determine what items of organizational clothing and equipment have been issued to the individual.
  4. Determine that all totals are advanced.
  5. Insure that the individual has correctly receipted for the items issued.

REFERENCE: DA Pam 710-2-1, Using Unit Supply System Manual Procedure

WHAT TO DO:

1. Check 1AA Form 143 and DA Form 3645's on file to insure a DA Form 3645 is on file for each individual assigned to the unit.
2. Check for "Duty MOS" section of the DA Form 3645 (Reference DA Pam 710-2-1, Fig 10-7).
3. Check the appropriate numbered column of the DA Form 3645 (Reference DA Pam 710-2-1, Fig 10-7).
4. Insure that all totals have been advanced to the next column on any item change.
5. Check the "Signature and Date" section of the DA Form 3645 to insure that the individual has dated and signed at the bottom of the correct balance column (DA Pam 710-2-1, Fig 10-7).

The information listed on this form is to be used as a general guide only.

COMMANDER'S WORKBOOK FOR  
ADMINISTRATION/LOGISTICS

GROUP: SUPPLY  
MODULE: 3-4-3

CLOTHING RECORD, INDIVIDUAL  
DA FORM 4886 AND DA FORM 4886-1  
PERSONAL CLOTHING RECORD

REFERENCE:  
AR 700-84 w/CHANGE 1

MODULE 3-4-1

PERSONAL CLOTHING RECORD

DA FORM 4886 (EM) - DA FORM 4886-1 (EW)

- TASK:** To recognize key entries required on DA Form 4886 and 4886-1.
- CONDITION:** Given DA Form 4886/4886-1, DA Form 3161, AR 700-84 w/ch 1, Aug 80, 1 Army Supplement 1 to AR 700-84, Dec 81.
- STANDARD:** You must be able to:
1. Insure that you have a personal clothing record for each member of your unit.
  2. Determine whom the clothing record has been initiated for.
  3. Determine the quantity of personal clothing that has been issued to the individual.
  4. Determine the sizes of clothing that has been issued.
  5. Insure that the individual has receipted for the clothing listed on DA Form 4886/4886-1.
  6. Determine that correct Transaction Codes are utilized.
  7. Insure that the conversion statement on page 4 in 1A Suppl 1 to AR 700-84 is entered on DA Form 4886/4886-1 if balance is carried forward from old clothing record.

**WHAT TO DO:**

1. Check the unit roster to insure that a clothing record has been established for all personnel assigned/attached to the unit.
2. Insure that information required in the name block is complete and accurate on DA Form 4886 and 4886-1.
3. Insure that entries in the Size/Auth Allo/Bal and Short-Over column are correct and entered in pencil.
4. Check authorized allowances in CTA 50-900 and insure that correct quantities are entered.
5. Line out (black out) either the "I" or "B" in the Initial Issue/Balance Brought Forward column, depending on reason for establishing the form.

MODULE 3-4-1

6. Entries in columns 1 thru 8 should show only actual transactions that take place, based on transaction codes listed on form.

7. Insure that all dates are Julian Dates, and individuals name is typed in the signature block and signed by him/her.

15 August 1980

ISSUE-IN-KIND - PERSONAL CLOTHING RECORD - ENLISTED MEN For Use of this Form, See AR 700 84. The Proponent Agency is ODCSLOG															
READ PRIVATE ACT STATEMENT ON REVERSE BEFORE COMPLETING THIS FORM															
THIS IS A PERMANENT RECORD															
NAME (Last, First, MI) GRADE AND SSN										DATE					
Doe, John W. E-1										9057	9085	9090			
PERSONAL CLOTHING ITEMS TO BE MAINTAINED (PARTS A AND B, CTA 50-900)	SIZE	AUTH ALW	BAL	SHORT OVER	1/8	QUANTITIES OF ISSUES AND TURN-INS (INK ONLY)									
						1	2	3	4	5	6	7	8		
Bug, duffel, con, OD, ea		1	1		1										
Belt, trouser, ctn web, blk, ea	36	2	2		2										
Boots, combat, pr	8 1/2	2	2		1-2										
Buckle, belt, trs, brass, ea		1	1		1										
Buckle, belt, trs, blk, ea		1	1		1										
Cap, garrison, AG 344, ea	1 3/4	1	1		1										
Cap, hot weather, OG 507, ea	1 3/4	1	1		1										
Coat, sh weather, AS 365, ea	40-42	1	1		1										
Coat, AG 344, ea	40-42	1	1		1										
Coat, cold weather, ea	M-2	2	2		2										
Gloves, ftr, mens dress blk, pr	4	1	1		1										
Glove, inserts, OG 208, pr	4	1	1		1										
Glove, shells, ftr, blk, pr	4	1	1		1										
Insignia, BOS, EP, ea		1	1		1										
Insignia, US, EP, ea		2	2		2										
Necktie, blk, ea		1	1		1										
Shirt, mens, ctn/poly, AS 445, ea	M	2	2		2	A-2									
Shirt, mens, AG 415, sht shv, ea	15	2	2		2	A-2									
Shirt, mens, AG 415, lng shv, ea	15x34	2	2		2	A-2									
Shirt, utility, OG 507, ea	15x34	3	3		3	A-3									
Shoes, oxford, blk, pr	8 1/2	1	1		1										
Socks, ctn/nylon, blk, pr	M	3	3		3										
Socks, cushion sole, OG 408, pr	M	3	3		3										
Trousers, ctn/poly, AS 445, pr	32x36	2	2		2	A-3									
Trousers, utility, OG 507, pr	32x36	3	3		3										
Trousers, AG 344, pr	32x40	1	1		1										

TRANSACTION CODE:

- A - Authorized turn-in
- B - Balance carried forward
- C - Administrative credit turn-in
- I - Initial issue
- R - Replacement issue

REMARKS:

SIGNATURES

John Doe

John Doe

John Doe

DA FORM 4886, 1 Jun 80

Figure 16-1

15 August 1980

C 1, AR 700-84  
AR 700-84

ISSUE-IN-KIND - PERSONAL CLOTHING RECORD - ENLISTED WOMEN																		
For Use of this Form, See AR 700-84; The Proponent Agency is ODCSLOG																		
READ PRIVACY ACT STATEMENT ON REVERSE BEFORE COMPLETING THIS FORM																		
THIS IS A PERMANENT RECORD																		
NAME (Last, First, MI) GRADE AND SSN										DATE								
Doe, Jane M. E-1										905/	9085	9090						
PERSONAL CLOTHING ITEMS TO BE MAINTAINED (PARTS A AND B, CTA 50-800)	SIZE	AUTH	ALW	BAL	SHORT	OVER	USE	QUANTITIES OF ISSUES AND TURN-INS (INK ONLY)										
								1	2	3	4	5	6	7	8			
Bag, duffel, ctn, OD, es																		
Belt, Trousers, ctn web, blk, es	36																	
Beret, fur, felt, blk, es	22																	
Boots, combat, pr	6.5																	
Buckle, belt, blk, es																		
Cap, hot weather, OG 507, es	23																	
Coat, all weather, AS 385, es																		
Coat, cold weather, es	SR																	
Coat, poly/wool, AG 344, es	12R																	
Glove, leather, OG 208, pr	3																	
Glove, sheep, blk, pr	3																	
Glove, shear, blk, pr	6																	
Glove, shear, blk, pr																		
Handbag, polyurethane, blk, es																		
Headlock, ctn/poly, es																		
Insignia, BOS, EP, es																		
Insignia, US, EP, es																		
Insignia, hot, EW																		
Jacket, poly/wool, gab, AG 344, es	12R																	
Scarf, neckwear, white, es																		
Shirt, utility, OG 507, es	12-20																	
Shirt, women, AG 415, hot blk, es	12-20																	
Shirt, women, AG 415, hot blk, es	12																	
Shoes, dress, oxford, blk, pr	12R																	
Shirt, poly/wool, AG 344, es	12R																	
Socks, poly/wool, gab, AG 344, pr	12R																	
Socks, cushion sole, OG 408, pr	5																	
Trousers, Utility, OG 507, pr	28-30																	
Tunic, poly/kit, AG 413, es	12R																	

**TRANSACTION CODE:**

A - Authorized turn-in  
B - Balance carried forward  
C - Administrative credit turn-in  
I - Initial issue  
R - Replacement issue

**SIGNATURES**

Jane Doe  
Jane Doe  
Jane Doe

**REMARKS:**

DA FORM 4898-1, 1 Jun 80

Figure 16-2

TAGU 104A

16-5

Table 16-1. INSTRUCTIONS FOR COMPLETING DA FORM \_\_\_\_ AND  
DA \_\_\_\_ FORM

<i>Item or column</i>	<i>Instructions</i>
a. Name.....	Enter name (last, first, middle initial) and SSN (ink, typed, or addressograph entry).
b. Grade.....	Enter the grade of individual (pencil entry).
c. Size.....	Enter required sizes at time of initial entry (periodically confirmed or revised) (pencil entry).
d. Authorized allowance.....	Enter authorized allowance (pencil entry).
e. Balance.....	Self-explanatory (pencil entry).
f. Short or over.....	Enter difference between authorized allowance and balance (pencil entry). Precede quantity by a plus (+) or a minus (-).
g. I/B.....	Line out I or B (ink entry) and enter quantity on proper line.
h. Date, quantities, signatures...	Enter date (ink entry). Enter transaction code and quantity issued or turned in (ink entry). Rule out lines not used (ink entry). Have individual acknowledge transactions by signing in ink at the bottom of the column where the transaction was posted. <i>Note:</i> Turn-ins are acknowledged by the supply officer or sergeant (ink entry at the bottom of the column) instead of the individual.
i. Transaction codes.....	A—Used for physical turn-ins authorized in paragraph 16-5b (1) and (2). B—Used when a new clothing form is required. See paragraph 16-5c (1) and (2). C—Used when physical turn-ins cannot be made. See paragraph 16-5b (3) through (5). I—Used when receiving initial clothing allowances. R—Used when replacing clothing items previously issued.
j. Remarks.....	Used to indicate other transactions such as inventory, inspections, and supplementary issue.



COMMANDER'S WORKBOOK FOR  
ADMINISTRATION/LOGISTICS

GROUP: SUPPLY  
MODULE: 3-5-1

ACCOUNTING FOR LOST,  
DAMAGED, DESTROYED PROPERTY  
DD FORM 362, STATEMENT OF CHARGES

REFERENCE:  
AR 735-11, DATED 15 SEP 81

MODULE 3-5-1

ACCOUNTING FOR LOST, DAMAGED, DESTROYED PROPERTY

DD FORM 362, STATEMENT OF CHARGES

TASK: To highlight important areas on DD Form 362, Statement of Charges, when used to account for lost, damaged, destroyed property.

CONDITIONS: Given a completed DD Form 362 and guidance within this module.

STANDARDS: You will be able to:

1. Determine who can use the form.
2. Know how to compute depreciation.
3. Determine limitations of pecuniary liability.
4. Determine correctness in key blocks on the completed form.

REFERENCE: AR 735-11, Accounting for Lost, Damaged and Destroyed Property.

WHAT TO DO:

1. Insure that all individuals, officer, warrant officer, enlisted persons are afforded the opportunity to use DD Form 362. (Reference Para 2-3.a. (1) and f.(1)).
2. Insure that the individual is voluntarily admitting pecuniary liability. (Reference Para 2-3.f.(2)).
3. Insure that depreciation is allowed for items that are less than new. (Reference Para 4-19.c)
4. Insure that payroll deduction of the total charge does not exceed one month's basic active duty pay. (Reference Para 2-3.f.(1)).
5. Insure that the "Class of Property" block states "ORGANIZATIONAL" or "CENTER" on the DD Form 362. (Reference Table 2-2, p. 2-8 and this module).
6. Insure that the "FOR THE MONTH OF" block contains the pay period in which settlement is to be effected. (Reference Table 2-2, p. 2-8 and this module).
7. Insure that current unit price is entered after the nomenclature in the "ARTICLES" block. (Reference Table 2-2, p.2-8 and this module).
8. Insure that depreciation if authorized is reflected in price of article in the "UNIT PRICE" block. (Reference Table 2-2, p.2-8, and this module).
9. Insure that the individual acknowledges the total charge by the presence of his/her signature and amount accepted in the "SIGNATURE OF INDIVIDUAL" & "AMOUNT ACCEPTED" blocks. (Reference Table 2-2, p.2-9, and this module).
10. Insure that you have signed and dated the document in the "ORGANIZATION COMMANDER" block. (Reference Table 2-2, p.2-9, and this module).

MODULE 3-5-1

11. Insure that the line number is also entered in the stock number block when applicable. (Reference Table 2-2, p. 2-8).

12. Insure that the Reportable Item Control Code (RICC) is entered in the "Articles" block for RICC 1 and 2 items. Also enter "NO RESIDUE" for items not available for turn-in. (Reference Table 2-2, p. 2-8).

15 September 1981

AR 735-11

STATEMENT OF CHARGES FOR GOVERNMENT PROPERTY LOST, DAMAGED OR DESTROYED					MILITARY PAY ORDER NUMBER		DATE				
CLASS OF PROPERTY			ORGANIZATION			FOR MONTH OF					
ACCOUNTABLE OFFICER HQ 1st Bn, 584th Inf (WT4KZ4)			Company A 1st Bn, 584th Inf (WARWAO)			February 1980					
STOCK RECORD ACCOUNT OR OTHER PROPERTY RECORD OF ACCOUNTABLE OFFICER Frank B. Campbell, CPT, Inf, Commanding					STATION Fort School, VA						
STOCK NO.	ARTICLES	QUANTITIES							TOTAL ARTICLES	UNIT PRICE	TOTAL
		1	2	3	4	5	6	7			
6230-00-264-8741	Flashlight, MX-991/U (\$1.30)	1		1					2	.97*	1.94
8405-00-240-2461 (L70720)	Liner, parka, mans, mohair, frieze, OG, shade 107 (\$10.65)		1						1	9.58*	9.58
8405-00-223-7623 (N69904)	Parka, mans, ctn-nylon oxford, OG, shade 107, wo liner (\$12.65) RICC 2 No Residue  *Depreciation allowed	1							1	11.38*	11.38
GRAND TOTAL										\$22.90	
CERTIFICATE OF RESPONSIBLE INDIVIDUALS I certify that my signature hereon constitutes: a. An authorization to recover the amount of indebtedness by payroll deduction. b. An affirmation that the articles are not now in my possession. c. An agreement to turn in to the appropriate supply officer all articles later recovered, it being understood that the United States Government retains title to the articles listed hereon.											
COL NO.	NAME, GRADE AND SOCIAL SECURITY NUMBER	CAUSE FOR CHARGE	TOTAL CHARGE	SIGNATURE OF INDIVIDUAL & AMOUNT ACCEPTED							
1	NAME Meyer, A. S. GRADE PFC ETS: 7 Apr 82 PCS: 15 Feb 81	Lost Govt Property	\$12.35	SIGNATURE: <i>Allen S. Meyer</i> AMOUNT ACCEPTED: \$12.35							
2	NAME O'Boyle, P. A. GRADE GS-7 ETS: N/A PCS: N/A	Lost Govt Property	\$ 9.58	SIGNATURE: <i>Paul A O'Boyle</i> AMOUNT ACCEPTED: \$ 9.58							
3	NAME Wright, I. M. GRADE CPT ETS: Indf PCS: 17 Nov 81	Lost Govt Property	\$ .97	SIGNATURE: <i>Irvn M Wright</i> AMOUNT ACCEPTED: \$ .97							
4	NAME GRADE SSN										
5	NAME GRADE SSN										
6	NAME GRADE SSN										
7	NAME GRADE SSN										
GRAND TOTAL			\$22.90								
ORGANIZATION COMMANDER The statements hereon are complete and correct, all damaged property has been disposed of in accordance with current directives and the charges have been computed in accordance with the provisions of AR 735-11 (AFM 67-1 for USAF).				DISBURSING OFFICER OR PAYROLL CERTIFYING OFFICER The charge set opposite the name of each person listed hereon has been entered on the appropriate pay record or payroll, or DD Form 139 has been prepared and forwarded for collection.							
DATE	SIGNATURE	DATE	SIGNATURE								
31 Jan 80	<i>Frank B. Campbell</i> FRANK B. CAMPBELL CPT, Inf	1 Feb 80	<i>Alexander A. Starr, Cpl, FC</i> PROPERTY VOUCHER NUMBER WT4JB6-0031-0014								

DD FORM 1 MAR 74 362

REPLACES DD FORM 362, 1 SEP 69, WHICH MAY BE USED UNTIL EXHAUSTED.

Figure 2-2

2-7.

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COMMANDER'S WORKBOOK FOR  
ADMINISTRATION/LOGISTICS

GROUP: SUPPLY  
MODULE: 3-5-2

ACCOUNTING FOR LOST,  
DAMAGED, DESTROYED PROPERTY  
DD FORM 1131, CASH COLLECTION VOUCHER

REFERENCE:  
AR 735-11, DATED 15 SEP 81

MODULE 3-5-2

ACCOUNTING FOR LOST, DAMAGED, DESTROYED PROPERTY

DD FORM 1131, CASH COLLECTION VOUCHER

TASK: To highlight important areas on DD Form 1131, Cash Collection Voucher, and its use in accounting for lost, damaged, destroyed property.

CONDITIONS: Given a completed DD Form 1131 and guidance contained in this module.

STANDARDS: You will be able to:

1. Determine who can use the form.
2. Determine depreciation allowances.
3. Determine limitations on pecuniary liability.
4. Determine correctness in key blocks on the completed form.

REFERENCE: AR 735-11, Accounting for Lost, Damaged, Destroyed Property.

WHAT TO DO:

1. Insure that all individuals, officer, warrant officers, enlisted persons and civilians are afforded the opportunity to use the form. (Reference Para 2-3.)
2. Insure that no sensitive items are included in the use of the form. (Reference Para 3-12).
3. Insure that individuals voluntarily request the use of this form for the accounting of lost, damaged, destroyed property. (Reference Para 2-3).
4. Insure that depreciation has been computed IAW Para 4-19, AR 735-11.
5. Insure that individuals using the form do not exceed one month's active duty pay on cash payment for lost, damaged, destroyed property. (Para 2-3).
6. Insure that your document number from your non-expendable document register is annotated in "RECEIVING OFFICE COLLECTION VOUCHER NO." block. (Reference Figure 2-1, and this module).
7. Insure that depreciation when allowed is computed and annotated in "AMOUNT" block. (Reference Figure 2-1 and this module).
8. Insure that three concluding statements are written verbatim after the last entry on the form in accordance with Figure 2-1, AR 735-11.
9. Insure that the current unit price, Reportable Item Control Code (RICC) for RICC 1 and 2 items, the line number if applicable, quantity and unit of issue and the words "NO RESIDUE" for items not available, be annotated after the nomenclature in the "DETAILED DESCRIPTION OF PURPOSE FOR WHICH COLLECTIONS WERE RECEIVED" block. (Reference Figure 2-1).

COMMANDER'S WORKBOOK FOR  
ADMINISTRATION/LOGISTICS

GROUP: SUPPLY  
MODULE: 3-5-3

ACCOUNTING FOR LOST,  
DAMAGED, DESTROYED PROPERTY  
DA FORM 4697, REPORT OF SURVEY

REFERENCE:  
AR 735-11, DATED 15 SEPTEMBER 1981

AR 735-11

15 September 1981

CASH COLLECTION VOUCHER		DISBURSING OFFICE COLLECTION VOUCHER NO.		
		RECEIVING OFFICE COLLECTION VOUCHER NO. WT5KA7-0036-0015		
RECEIVING OFFICE	ACTIVITY (Name and location) (Include ZIP Code) 84th Supply & Service Bn., Fort School, Virginia			
	RECEIVED AND FORWARDED BY (Printed name, title and signature) <i>J. M. Wright</i> J. M. Wright 1LT, FC		DATE 5 February 1980	
DISBURSING OFFICE	ACTIVITY (Name and location) (Include ZIP Code) Finance Office, Fort School, Virginia			
	DISBURSING OFFICER (Printed name, title and signature) <i>John C. McIvey</i> John C. McIvey Finance Officer		DATE RECEIVED SUBJECT TO COLLECTION 7 February 1980	
PERIOD: FROM TO				
DATE REC'D	NAME OF REMITTER DESCRIPTION OF REMITTANCE	DETAILED DESCRIPTION OF PURPOSE FOR WHICH COLLECTIONS WERE RECEIVED	AMOUNT	ACCOUNTING CLASSIFICATION
	<i>Emmet O. Bradley</i> Emmet O. Bradley, CPT	Accy kit, MK1506/VRC 5815-00-402-5308 1 ea, \$482.00, RICC 2 A020122, No residue	\$434.00*	
	<i>Paul A. Wallace</i> Paul A. Wallace, SGT	Sleeping bag, artic 8465-00-264-5084 1 ea, \$41.00, RICC 2 T71706, No residue	36.90*	
	<i>Julian D. Edmondson</i> Julian D. Edmondson, GS-7	Mask, prot, ABCM17 S 4242-00-542-4450 1 ea, \$40.18, RICC 1 M11895, No residue	36.17*	
Used instead of an investigation, para 2-3, AR 735-11.				
The signatures hereon are agreements to turn in to the proper supply officer all articles later recovered. It is understood that the US Government will retain title to the articles listed on this form.				
*Depreciation allowed per paragraph 4-19, AR 735-11.				
TOTAL			\$507.07	

DD FORM 1131

REPLACES EDITION OF 1 APR 56 WHICH IS OBSOLETE.  
\*GPO: 1969-252-252Form approved by Comptroller General, U.S.  
24 January 1969

Figure 2-1



MANDATORY REQUIREMENTS FOR A REPORT OF SURVEY  
OR AN AR 15-6 INVESTIGATION

a. A report of survey or an AR 15-6 investigation will be prepared for items recorded on property books when--

(1) A sensitive item is lost or destroyed. A report of survey or AR 15-6 investigation is not mandatory for damaged sensitive items. See AR 190-11 for requirement for a mandatory AR 15-6 investigation. The ARNG will refer to NGR 190-11.

(2) Directed by higher authority or other DA directives.

(3) Property loss is disclosed as a result of change of accountable officer's inventory.

(4) The value of the damages or shortages in occupied Government quarters (real property and furnishings combined) or Government furnishing in non-Government quarters exceeds the responsible person's monthly basic pay.

(5) A person admits liability and the loss, damage, or destruction exceeds the person's monthly basic pay.

(6) A person refuses to admit liability by signing a statement of charges or cash collection voucher or replacing the item in kind.

(7) The total handling loss of a specific bulk petroleum product is above the allowable loss for that product, and the dollar value of the total loss is greater than \$250.00. (See AR 703-1).

b. An investigation conducted according to AR 15-6 may be used instead of a report of survey. When used, the AR 15-6 investigation will be processed through the survey channels as specified in chapter 4. Use paragraph 3-27 as a guide when deciding which action should be taken.

(Reference Para 3-12, AR 735-11).

#### MODULE 3-5-4

##### ACCOUNTING FOR LOST, DAMAGED, DESTROYED PROPERTY DA FORM 4697, REPORT OF SURVEY

- TASK:** To emphasize when to use DA Form 4697 and highlight key areas on the form when accounting for lost, damaged, or destroyed property.
- CONDITIONS:** Given completed DA Form 4697 and guidance set forth in this module.
- STANDARDS:** You will be able to:
1. Determine when it is mandatory to use the form.
  2. Know the processing time of the form as required by FUSA.
  3. Determine the correctness of the form.
- REFERENCES:**
1. AR 735-11, Accounting for Lost, Damaged, Destroyed Property.
  2. FUSA letter, Subject: Property Accountability for Lost, Damaged, and Destroyed Property (USAR), dated 28 Feb 79, with change dated 9 Jul 79.

#### WHAT TO DO:

1. Insure that situations requiring mandatory submission of reports of survey are followed. (Reference Para 3-12, AR 735-11 and this module).
2. Insure that action on a report of survey is initiated not later than the first subsequent MUTA-4. (Reference FUSA Letter, dated 28 Feb 79).
3. Insure that Block 3, DA Form 4697 is annotated "ORGANIZATIONAL", "INSTALLATION" (Center), or "REAL PROPERTY". (Reference Table 3-1, AR 735-11 and this module).
4. Insure that Block 16, DA Form 4697 has your document number. (Reference Table 3-1, AR 735-11 and this module).
5. Insure that at the time of assigning a document number to the survey on lost and destroyed property, all property records pertaining to the items are posted and quantities decreased accordingly. (Reference Para 3-10, AR 735-11).
6. Insure that serial numbers, RICC for RICC 1 and 2 items and the words "NO RESIDUE" for items not available for turn-in, are annotated in Block 7, DA Form 4697. (Reference Table 3-1, AR 735-11 and this module.)

MODULE 3-5-4

7. Insure that extended dollar value of items surveyed are annotated in Blocks 9 and 10, DA Form 4697 (TEST). That is, 2 each @ \$8.50 equals \$17.00 in Blocks 9 and 10. (Reference Table 3-1 and this module).
8. Insure that specific dates and circumstances are provided in Block 11, DA Form 4697, as pertinent to the lost, damaged, or destroyed property on the survey. (Reference Table 3-1 and this module).
9. Insure that any facts pertinent to the report of survey are attached as exhibits and properly annotated as such. (Reference Figure 3-1, and this module.)
10. Insure that the individual providing the dates and circumstances signs in Block 12, DA Form 4697 (TEST). (Reference Table 3-1 and this module).
11. After the survey officer has completed his findings and recommendations (Block 26), has forwarded the survey and actions have been taken, insure that annotations are made in Blocks 26, 27, and 37, DA Form 4697 (Reference Table 3-1 and this module).
12. Insure that appointing and approving authorities have signed in Blocks 36b and 39d, respectively. (Reference Table 3-1 and this module).

# MANDATORY REQUIREMENTS FOR A REPORT OF SURVEY OR AN AR 15-6 INVESTIGATION

~~3-12.~~ Mandatory requirements for a report of survey or an AR 15-6 investigation. a. A report of survey or an AR 15-6 investigation will be prepared for items recorded on property books when—

(1) A sensitive item is lost or destroyed. A report of survey or AR 15-6 investigation is not mandatory for damaged sensitive items. See AR 190-11 for requirement for a mandatory AR 15-6 investigation. The ARNG will refer to NGR 190-11.

(2) Directed by higher authority or other DA directives.

(3) Property loss is disclosed as a result of change of accountable officer's inventory.

(4) The value of the damages or shortages in occupied Government quarters (real property and furnishings combined) or Government furnishing in non-Government quarters exceeds the responsible person's monthly basic pay.

(5) A person admits liability, and the loss, damage, or destruction exceeds the person's monthly basic pay.

(6) A person refuses to admit liability by signing a statement of charges or cash collection voucher or replacing the item in-kind.

(7) The total handling loss of a specific bulk petroleum product is above the allowable loss for that product, and the dollar value of the total loss is greater than \$250.00. (See AR 703-1.)

b. An investigation conducted according to AR 15-6 may be used instead of a report of survey. When used, the AR 15-6 investigation will be processed through the survey channels as specified in chapter 4. Use paragraph 3-27 as a guide when deciding which action should be taken.

(REF PARA 3-12, AR 735-11)

15 September 1981

DEPARTMENT OF THE ARMY REPORT OF SURVEY For use of this form, see AR 735-11; the proponent agency to ODCSLOG		1. DATE PREPARED 20 January 1980	2. SURVEY NUMBER 10-80	
3. TYPE OF PROPERTY Organizational		4. ADDRESS OF ACCOUNTABLE OFFICER DMMC, 10th Inf Div, Ft Blank, TX 78234, UIC: WARVAA		
5. ORIGINATOR / <del>Accountable officer or primary hand receipt holder</del> Philip B. Murphy, CPT, Commanding, CO A, 307th Sig Bn, UIC: WARBAO				
6. NATIONAL STOCK NUMBER	7. ITEM DESCRIPTION	8. QTY	9. UNIT PRICE	10. TOTAL COST
1. 6650-00-530-0974 (B67218)	Binocular 7x50 Military Reticle, M17A1, SN: 24567	1 ea	\$350.00	\$350.00
2. 5180-00-672-2611 (W38895)	Tool Kit, General Mechanics, Light Weight			
Component Loss				
5110-00-241-9148	File, Hand	1 ea	1.80	1.80
5120-00-061-8541	Hammer, Hand	1 ea	6.75	6.75
5120-00-240-5328	Wrench, Adjustable	1 ea	3.60	3.60
		Grand Total \$362.15		
11. DATE AND CIRCUMSTANCES On 12 January 1980, after a joint inventory between me, CPT Philip B. Murphy, [REDACTED], Commander, CO A, 307th Signal Battalion and my replacement, CPT George C. Piercy, [REDACTED], the items listed above were discovered missing. After a complete search of the area, I was unable to locate the missing items. The last time I recall seeing the binoculars was during the monthly inventory on 10 December 1979. I definitely recall seeing them on that date, as I had just returned them to the company safe from my quarters, where I was using them to spot birds. The binoculars are normally stored in a locked container in the company orderly room. I had one key to the container. The second key was maintained in the company key box, which is controlled by the company first sergeant, 1SGT Ronald Campbell, [REDACTED], or the company CQ (Exhibit A). The binoculars were not present during the joint inventory on 12 January 1980. The tool kit was inventoried when I took command 2 years ago. I did not inventory it again because the tool kit was excess to the unit. There was no need to reinventory it because I was the only user of the tool kit. I kept the tool kit stored under my desk.				
Exhibit A attached				
12. AFFIDAVIT I do solemnly swear (or affirm) that (to the best of my knowledge and belief) the articles of public property shown above and/or on attached sheets were lost, destroyed, damaged, or worn out in the manner stated, while in the public service.		13. Subscribed and sworn to (or affirmed) before me at Ft Blank, TX 78234 this 20 day of January 1980		
SIGNATURE AND DATE <i>Philip B. Murphy 20 Jan 80</i>		NAME AND GRADE (type and sign) <i>Walter C. Bagwell</i> WALTER C. BAGWELL, CPT, Adj		
TYPED NAME, GRADE, AND SSN PHILIP B. MURPHY, CPT, SC				
14. DATE 21 Jan 80	15. NAME, GRADE, AND SIGNATURE OF ACCOUNTABLE OFFICER DONALD M. JONES, CW4, USA <i>Donald M. Jones</i>		16. DOCUMENT NUMBER WT4KA5-0021-0025	
17. APPOINTING AUTHORITY I have received the evidence pertaining to the lost, damaged, or destroyed property, and have determined that the following action is required: a. <input type="checkbox"/> No further investigation is required. There is no positive evidence of negligence. I do not suspect willful misconduct, or deliberate unauthorized use. I hereby forward this document to the approving authority for final action. (Proceed to block 37.) b. <input checked="" type="checkbox"/> The circumstances surrounding the lost, damaged or destruction warrants further investigation. (Proceed to block 21.) c. <input type="checkbox"/> Conduct an investigation according to AR 15-6. Attach this document, as an exhibit, to the investigation and forward it to the approving authority.				
18. DATE 31 Jan 80	19. TYPED NAME, GRADE, AND TITLE OF APPOINTING AUTHORITY LEROY J. WEATHERS, LTC, SC Commander, 2d Sig Bn		20. SIGNATURE <i>Leroy J. Weathers</i>	

DA FORM 4697  
SEP 81DA FORM 4696 (TEST), 1 JUL 78 AND DA FORM 4697 (TEST),  
1 JUL 78 ARE OBSOLETE.

Figure 3-1

21. APPOINTING AUTHORITY HQ, 307th Signal Battalion		22. STATION Fort Blank, Texas 78234		23. DATE 31 Jan 80	
24. NAME GRADE OF SURVEYING OFFICER CPT Robert A. Smith					
25. YOU ARE APPOINTED SURVEYING OFFICER BY ORDER OF <u>LTC Leroy J. Weathers</u> (Typed name grade of Appointing Authority)					
26. FINDINGS AND RECOMMENDATION <p>I have examined all available evidence as shown in exhibits <u>A</u> to <u>E</u> and as indicated below have personally investigated the same and it is my belief that the article(s) listed hereon and/or attached sheets, total cost \$362.15 were lost as the result of negligence on the part of CPT Philip B. Murphy, [REDACTED]. CPT Murphy failed to properly secure the listed items. According to the statement of 1SGT Ronald Campbell, [REDACTED] (Exhibit B), CPT Murphy on several occasions used the missing items for personal purposes. 1SGT Campbell also established the fact that the security of the missing items was compromised by CPT Murphy, and CPT Murphy degraded the unit's key control system. SGT John C. McMullen, [REDACTED] certified (Exhibit C) that he was unable to convince CPT Murphy to allow him to either secure the tool kit or turn it in as excess. The certificate of the unit clerk, SP4 David Jones, [REDACTED] (Exhibit D) establishes the fact that CPT Murphy often returned the missing binoculars and simply laid them on the safe instead of securing them. The listed items were depreciated according to paragraph 4-19, AR 735-11. The actual loss to the government is \$325.93 (Exhibit E).</p> <p>Recommendation: That CPT Philip B. Murphy, [REDACTED], be held liable in the amount of \$325.93 and all others be relieved from property accountability and responsibility for the missing items. CPT Murphy's monthly base pay at the time of the loss was \$1,514.70.</p> <p>(See continuation sheet)</p>					
27. RECOMMEND PECUNIARY CHARGE		a. ACTUAL LOSS \$325.93	b. AMOUNT CHARGED \$325.93	c. LOSS TO GOVERNMENT 0	
28. DATE 20 Feb 80		29a. TYPED NAME GRADE OF SURVEYING OFFICER CPT Robert A. Smith		b. SIGNATURE <i>Robert A. Smith, Cpt. SC</i>	
30. I have examined the findings and recommendations of the Surveying Officer on this report of survey and the exhibits <u>A</u> to <u>E</u> and <input type="checkbox"/> desire to make a statement which is attached hereto. <input checked="" type="checkbox"/> do not desire to make a statement. I am aware of my right to legal advice in preparing the statement and, if a pecuniary charge is finally approved, to make appeal and, if an enlisted man, my right to request remission of indebtedness. I am not the accountable officer for the lost or damaged property. The property was/was not my personal arms or equipment.					
31. DATE 21 Feb 80		32a. TYPED NAME GRADE OF INDIVIDUAL BEING CHARGED CPT Philip B. Murphy		b. SIGNATURE <i>Philip B. Murphy, Cpt. SC</i>	
33. RECOMMENDATION BY THE APPOINTING AUTHORITY <input checked="" type="checkbox"/> CONCUR <input type="checkbox"/> NON-CONCUR		34. COMMENTS Because of the potential financial hardship on CPT Murphy, recommend the charges be prorated over a 3-month period.			
35. DATE 28 Feb 80		36a. TYPED NAME GRADE & TITLE OF APPOINTING AUTH LTC Leroy J. Weathers, Commander, 307th Sig Bn		b. SIGNATURE <i>Leroy J. Weathers, LTC, SC</i>	
37. APPROVING AUTHORITY a. <input type="checkbox"/> REJECTED Investigation is required. Appoint a survey officer. Date _____ Initials _____ b. <input type="checkbox"/> REJECTED Investigation incomplete. Additional information required. Date _____ Initials _____ c. <input checked="" type="checkbox"/> APPROVED BY AUTHORITY OF THE SECRETARY OF THE ARMY To hold CPT Philip B. Murphy, [REDACTED], pecuniarily liable in the amount of \$325.93. Accountability has been discontinued. CPT Murphy's monthly basic pay at time of loss was \$1,514.70. Recommend the charges be prorated over a 3-month period.				38. PECUNIARY CHARGE a. ACTUAL LOSS \$325.93 b. AMOUNT CHARGED \$325.93 c. LOSS TO GOVERNMENT 0	
39. DATE 7 Mar 80		40a. TYPED NAME GRADE & TITLE OF APPROVING AUTH COL John H. Johnson Commander, 2d Sig Bde		b. SIGNATURE <i>John H. Johnson, Col. SC</i>	

Figure 4-1

COMMANDER'S WORKBOOK FOR  
ADMINISTRATION/LOGISTICS

GROUP: SUPPLY  
MODULE: 3-6-1

FORT BRAGG PHYSICAL SECURITY FORMS  
FOR ARMS/ARMS ROOM INVENTORY AND CONTROL  
FB FORM 2488 SERIES

REFERENCES:

XVIII AIRBORNE CORPS AND FORT BRAGG LETTER,  
SUBJECT: IMPLEMENTING INSTRUCTIONS FOR THE USE OF  
FORT BRAGG FORMS 2488 THRU 2488-5 DTD 6 DEC 77,  
AND  
XVIII AIRBORNE CORPS AND FORT BRAGG LETTER,  
SUBJECT: IMPLEMENTING INSTRUCTIONS FOR  
USAR USE OF FORT BRAGG FORMS 2488-2488-3

MODULE 3-6-1

FORT BRAGG PHYSICAL SECURITY FORMS  
FOR ARMS/ARMS ROOM INVENTORY AND CONTROL  
FB FORMS 2488 SERIES

TASK: To recognize key entries on Fort Bragg Forms 2488, 2488-1, 2488-2, 2488-3, 2488-4, and 2488-5.

CONDITION: Given:

1. FB Form 2488, Monthly Weapons and Ammunition Physical Count/Inventory
2. FB Form 2488-1, Weapons and Ammunition Receipt Register
3. FB Form 2488-2, Arms Room and Intrusion Detection System (IDS) Control Register
4. FB Form 2488-3, Quarterly Serial Number Inventory of Weapons and Ammunition
5. FB Form 2488-4, Arms Facility Key Inventory
6. FB Form 2488-5, Maintenance Facilities Weapon Control Register
7. Guidance within this module.

STANDARD: You must be able to:

1. Determine the types of weapons stored in the Arms Room.
2. Determine the types and quantities of weapons signed out of the Arms Room.
3. Determine the total number of weapons stored in the Arms Room.
4. Determine the name of the individual conducting inventory.
5. Determine date/time inventory was conducted.
6. Determine date/time weapon was issued.
7. Determine type weapon that was issued.
8. Determine serial number of weapon issued.



MODULE 3-6-1

9. Determine to whom the weapon was issued.
10. Determine who received the weapon when it was returned.
11. Determine date(s) entry was made into Arms Room.
12. Determine the purpose of entry into Arms Room.
13. Determine who unlocked Arms Room.
14. Determine who locked Arms Room.
15. Determine responsible person for actions upon entry into Arms Room.
16. Determine the type of ammunition in Arms Room.
17. Determine the number of rounds of ammunition assigned to the Arms Room.
18. Determine the number of rounds present in the Arms Room.
19. Determine the number of bayonets assigned to the unit
20. Determine the number of bayonets present in the Arms Room.
21. Establish the name of individual conducting quarterly inventory.
22. Determine the total number of weapons stored in Arms Room at time of quarterly inventory.
23. Determine the serial numbers of all Arms Room keys.
24. Determine the name of the individual relieved from responsibility of the Arms Room keys.
25. Determine the name of the individual accepting responsibility for the Arms Room keys.
26. Determine the serial number of the weapon turned in for maintenance, and the unit to which it is assigned.
27. Determine who turned in the weapon for maintenance.
28. Determine who the weapon was issued to for evacuation to MMD.

MODULE 3-6-1

- REFERENCE:
1. XVIII Airborne Corps and Fort Bragg Letter, Subject: Implementing Instructions for the Use of Fort Bragg Forms 2488 thru 2488-5, Dtd 6 Dec 77.
  2. XVIII Airborne Corps and Fort Bragg Letter, Subject: Implementing Instructions for USAR Use of Fort Bragg Forms 2488 and 2488-3.

WHAT TO DO:

1. Check the entry in Section one of the Fort Bragg Form 2488.
2. Check the entry in Section one and three of Fort Bragg Form 2488.
3. Check the entry in Section four of the Fort Bragg Form 2488.
4. Check the entry in Section six of Fort Bragg Form 2488.
5. Check the entry in Section eight of Fort Bragg Form 2488.
6. Check the entry in "Weapons and Ammunition Issued" section of Fort Bragg Form 2488-1.
7. Check the entry in "Type Weapon" section of Fort Bragg Form 2488-1.
8. Check the entry in "Weapon Serial Number" Section of Fort Bragg Form 2488-1.
9. Check the entry in "Issued To" section of Fort Bragg Form 2488-1.
10. Check the entry in "Weapon Returned To" section of Fort Bragg Form 2488-1.
11. Check the entry in "Date of Entry" column of Fort Bragg Form 2488-2.
12. Check the entry in "Purpose" column of Fort Bragg Form 2488-2.
13. Check the entry in "Unlocked By" column of Fort Bragg Form 2488-2.
14. Check the entry in "Locked By" column of Fort Bragg Form 2488-2.
15. Check signature of individual in "Signature of Responsible Person" column of Fort Bragg Form 2488-2.
16. Check the entry in "Type Ammunition" column of Fort Bragg Form 2488-3.
17. Check the entry in "No. Rounds Assigned" section of Fort Bragg Form 2488-3.
18. Check the entry in "No. Rounds Present" section of Fort Bragg Form 2488-3.

MODULE 3-6-1

19. Check the entry in "~~No.~~ Bayonets Assigned" section of Fort Bragg Form 2488-3.
20. Check the entry in "No. Bayonets Present" section of Fort Bragg Form 2488-3.
21. Check the entry in "Signature of Inventory Officer and Data" section of Fort Bragg Form 2488-3.
22. Ascertain the sum of entries in "Present and Not Present" column of Fort Bragg Form 2488-3.
23. Check the entries in Section one of Fort Bragg Form 2488-4.
24. Check the entry in Section two of Fort Bragg Form 2488-4.
25. Check the entry in Section three of Fort Bragg Form 2488-4.
26. Check the entry in "Serial Number and Unit" column of Fort Bragg Form 2488-5.
27. Check the entry in "Turned In By" column of Fort Bragg Form 2488-5.
28. Check the entry in "Issued to (Evac)" column of Fort Bragg Form 2488-5.

# WEAPONS AND AMMUNITION PHYSICAL COUNT/INVENTORY (MONTHLY)

1. TYPE OF WEAPON	2. IN ARMS ROOM	3. SIGNED OUT	4. TOTAL	5. RELIEVED:	6. ACCEPTED:	7. DATE/TIME	8. DATE/TIME
M-16	XX	XX	XX	5. RELIEVED: No DISCREPANCIES NOTED	6. ACCEPTED: SIGNATURE - INV. OFF.	7. DATE/TIME N/A	8. DATE/TIME SELF-EXPLANATORY
				5. RELIEVED:	6. ACCEPTED:	7. DATE/TIME	8. DATE/TIME
				5. RELIEVED:	6. ACCEPTED:	7. DATE/TIME	8. DATE/TIME
				5. RELIEVED:	6. ACCEPTED:	7. DATE/TIME	8. DATE/TIME
				5. RELIEVED:	6. ACCEPTED:	7. DATE/TIME	8. DATE/TIME
				5. RELIEVED:	6. ACCEPTED:	7. DATE/TIME	8. DATE/TIME
				5. RELIEVED:	6. ACCEPTED:	7. DATE/TIME	8. DATE/TIME
REMARKS Any DISCREPANCIES SO NOTED HERE.				9. SIGNATURE OF VERIFYING OFFICER: N/A			

**PAGE                      OF                      PAGES**

[illegible]

**CONTROL REGISTER**  
Fort Hagg Supply 1 to AR 190-11

BUILDING NUMBER/LOCATION

[illegible]

[illegible]

FD Form 2482-3 1 Dec 77

skip	lead	high lashing and whipping	5m
------	------	---------------------------	----





KEY INVENTORY -- ARMS FACILITIES			
	KEY SERIAL NUMBER	PERSON ACCEPTING/ RECEIVING CUSTODY OF ARMS ROOM SIGNATURE	DATE TIME
1st INVENTORY	1.	2. RELIEVED	
		3. ACCEPTED	
2nd INVENTORY	1.	2. RELIEVED	
		3. ACCEPTED	
3rd INVENTORY	1.	2. RELIEVED	
		3. ACCEPTED	
4th INVENTORY	1.	2. RELIEVED	
		3. ACCEPTED	
5th INVENTORY	1.	2. RELIEVED	
		3. ACCEPTED	
5. REMARKS:		4. SIGNATURE OF VERIFYING OFFICIAL	DATE/TIME
		PRINT	
		SIGNATURE	

FB Form 2488-4-  
1 Dec 77

## MAINTENANCE FACILITIES

# UNIT

## DATE \_\_\_\_\_

**FREN:**

[illegible]

FD FORM 248B-3 1 DEC 77

F-2-3

COMMANDER'S WORKBOOK FOR  
ADMINISTRATION/LOGISTICS

GROUP: SUPPLY  
MODULE: 3-6-2

PHYSICAL SECURITY OF WEAPONS

REFERENCE:  
AR 190-11

MODULE 3-6-2

PHYSICAL SECURITY OF WEAPONS

- TASK: To emphasize key aspects of physical security as it applies to arms and arms room control.
- CONDITION: Given the guidance in this module with reference to AR 190-11.
- STANDARDS: You will be able to:
1. Verify who is assigned a specific weapon.
  2. Determine the frequency for unannounced inventories.
  3. Verify the key/lock custodian.
  4. Determine the maximum number of on the unaccompanied access roster.
  5. Determine the storage requirements of the firing components of small arms.
- REFERENCE: AR 190-11, Physical Security of Weapons, Ammunition and Explosives.

WHAT TO DO:

1. Insure that each individual is issued a DA Form 3749, Weapons Receipt Card for his/her assigned weapon. (Reference 2-5b(1)).
2. Insure that DA Form 3749, Weapons Receipt Card is turned in to the Arms Room when the individual is drawing his/her assigned weapon. (Reference 2-5b(1)).
3. Insure that unannounced inventories by your next higher headquarters are conducted quarterly. (Reference 2-5a(4)).
4. Insure that the required locks are used to secure arms storage containers and facilities. (Reference 2-8.)
5. Insure that keys to arms room are properly maintained, inventoried, rotated and accounted for by authorized individuals. (Reference 2-8c.)
6. Insure that a key and lock custodian has been appointed. (Reference 2-8d.)

MODULE 3-6-2

7. Insure that unaccompanied access roster is limited to seven people including the commander with a satisfactory NAC or ENTNAC. (Reference 2-13a.)
8. Insure that all small arms are temporarily inoperable by removing firing components. (Reference 2-16 and Figure 2-1.)

COMMANDER'S WORKBOOK FOR  
ADMINISTRATION/LOGISTICS

GROUP: FOOD SERVICE  
MODULE: 4-1

DA FORM 2970, SUBSISTENCE REPORT  
AND FIELD RATION REQUEST

REFERENCE:  
AR 30-1

MODULE 4-1

DA FORM 2970, SUBSISTENCE REPORT  
AND FIELD RATION REQUEST

- TASK: To emphasize key aspects of DA Form 2970, Subsistence Report and Field Ration Request
- CONDITION: Given, a DA Form 2970, and guidance within this module.
- STANDARD: You must be able to:
1. Know who is responsible for preparing this form.
  2. Determine if the figures are correct.
- REFERENCE: AR 30-1, The Army Food Service Program.

WHAT TO DO:

1. Insure that a DA Form 2970, Subsistence Report and Field Ration Request (Feeder Report) is prepared at the orderly room. (Reference Appendix F)
2. Insure that the figures entered on line 3, columns b and c reflect the total number of assigned and attached enlisted personnel present for drill. (Reference para 3-47.1 and Appendix F).
3. Insure that a copy of the DA Form 2970 is furnished to the food service sergeant for consolidation, further preparation, and filing. (Reference Appendix F).
4. NOTE: Total number of assigned and attached enlisted personnel present for drill on DA Form 2970 must equal the total number of enlisted personnel present for drill as indicated on the DA Form 1379, Unit Record of Reserve Training.

SUBSISTENCE REPORT AND FIELD RATION REQUEST					<input type="checkbox"/> UNIT <input type="checkbox"/> SUBSISTENCE REPORT ONLY		<input type="checkbox"/> CONSOLIDATED PERIOD OF		
For use of this form, see AR 30-1; the proponent agency is Office of the Deputy Chief of Staff for Logistics.									
TO: (Include ZIP Code) <b>Food Service Squadron</b> <b>H-1 BTRY</b> <b>777th FA Bn</b>			FROM: (Include ZIP Code) <b>COMMUNICATION</b> <b>H-1 BTRY</b> <b>777th FA Bn</b>						
SECTION A - SUBSISTENCE REPORT									
1. DATE(S)		2 Feb 80		3 Feb 80		TOTAL OF COLUMNS (b+c+d)		ACCUMULATED FROM LAST REPORT	
a		b		c		d		e	
ASSIGNED AND ATTACHED ACTIVE ARMY ENLISTED PERSONNEL (WEEKDAYS)									
2. AUTHORIZED TO BE SUBSISTED WITHOUT REIMBURSEMENT									
ASSIGNED AND ATTACHED ACTIVE ARMY ENLISTED PERSONNEL (WEEKENDS & LEGAL HOLIDAYS)									
3. AUTHORIZED TO BE SUBSISTED WITHOUT REIMBURSEMENT		93		98					
SECTION B - FIELD RATION REQUEST									
				REGULAR MEAL		SHORT ORDER/BOX LUNCHES			
4. DATE(S) FOR WHICH MEALS ARE ROR									
5. NUMBER OF MEALS REQUESTED		BREAKFAST							
		LUNCH							
		DINNER							
SECTION C - HEADCOUNT DATA									
6. DATE(S)						TOTAL OF COLUMNS (b+c+d)		ACCUMULATED FROM LAST REPORT	
a		b		c		d		e	
NUMBER OF PERSONNEL ACTUALLY SUBSISTED ON WEEKDAYS									
7. HEADCOUNT		B							
		L							
		D							
		BR							
		D/BR							
NUMBER OF PERSONNEL ACTUALLY SUBSISTED ON WEEKENDS/HOLIDAYS									
7a. HEADCOUNT		B							
		L							
		D							
		BR							
		D/BR							
8. TOTAL NUMBER OF MEALS FOR WHICH CASH PAYMENT WAS RECEIVED AT DUTY PERSONNEL RATE		B							
		L							
		D							
		BR							
		D/BR							
8a. TOTAL NUMBER OF MEALS FOR WHICH CASH PAYMENT WAS RECEIVED AT OTHER AUTHORIZED PERSONNEL RATE		B							
		L							
		D							
		BR							
		D/BR							
9. TOTAL NUMBER OF MEALS FOR WHICH PAYMENT WAS ACCOMPLISHED BY ROLL DEDUCTION		B							
		L							
		D							
		BR							
		D/BR							

DA FORM 2970  
1 OCT 77

REPLACES EDITION OF 1 JAN 77, WHICH IS OBSOLETE.



DATE(S)		b	c	d	TOTAL OF COLUMNS b, c, d	ACCUMULATED FROM LAST REPORT	CUMULATIVE TOTAL TO DATE						
NUMBER OF PERSONNEL ACTUALLY SUBSISTED					e	f	g						
10. TOTAL NUMBER OF MEALS FURNISHED TO TRANSIENTS	B												
	L												
	D												
	BR												
	D/BR												
SECTION D - MEALS SERVED REQUIRING REIMBURSEMENT													
11. U.S. ARMY RESERVE	B												
	L												
	D												
	BR												
	D/BR												
12. ARMY NATIONAL GUARD	B												
	L												
	D												
	BR												
	D/BR												
13. OTHER (Specify)	B												
	L												
	D												
	BR												
	D/BR												
SECTION E - COMMON SERVICE FEEDING													
14. SERVICE AND COMPONENT (Specify)	B												
	L												
	D												
	BR												
	D/BR												
15. SERVICE AND COMPONENT (Specify)	B												
	L												
	D												
	BR												
	D/BR												
16. SERVICE AND COMPONENT (Specify)	B												
	L												
	D												
	BR												
	D/BR												
REMARKS													
<table border="1"> <tr> <td>DATE</td> <td>TYPED NAME, GRADE AND TITLE</td> <td>SIGNATURE</td> </tr> <tr> <td>5 Feb 80</td> <td>JOHN D. WHO CPT FH CAMPBELL DIST</td> <td>John D. Who</td> </tr> </table>								DATE	TYPED NAME, GRADE AND TITLE	SIGNATURE	5 Feb 80	JOHN D. WHO CPT FH CAMPBELL DIST	John D. Who
DATE	TYPED NAME, GRADE AND TITLE	SIGNATURE											
5 Feb 80	JOHN D. WHO CPT FH CAMPBELL DIST	John D. Who											

COMMANDER'S WORKBOOK FOR  
ADMINISTRATION/LOGISTICS

GROUP: FOOD SERVICE  
MODULE: 4-2

SB 10-263, 14 DAY  
US ARMY RESERVE COMPONENT MENU

REFERENCE:

AR 30-1

MODULE 4-2

SB 10-263, 14 DAY MENU FOR RESERVE COMPONENTS

TASK: To emphasize key aspects of SB 10-263, 14 Day Menu

CONDITION: Given, SB 10-263, Schedule and guidance within this module.

STANDARD: You must be able to:

1. Review menu schedule
2. Review menu applicable to drill dates
3. Review menu changes

REFERENCE: AR 30-1, The Army Food Service Program.

WHAT TO DO:

1. Insure that a valid 14 Day Menu is on hand. (Para 3-52b).
2. Insure that the 14 Day Menu schedule is being followed.
3. Insure that all authorized menu components/items are available and posted on Cooks Worksheet, DA Form 3034. (Para 3-47-1 and 3-53, AR 30-1).
4. Insure that only authorized menu changes are incorporated into the menu.



RESERVE COMPONENT  
INACTIVE DUTY (IDT)



14 DAY MENU SCHEDULE

THRU CY 83

WEEKLY DRILLS

	<u>MONTH</u>	<u>1ST DRILL DAY</u>	<u>2D DRILL DAY</u>
1982	JANUARY	LUNCH 9	DINNER 10
	FEBRUARY	LUNCH 11	DINNER 12
	MARCH	LUNCH 13	DINNER 14
	APRIL	DINNER 1	LUNCH 2
	MAY	DINNER 3	LUNCH 4
	JUNE	DINNER 5	LUNCH 6
	JULY	DINNER 7	LUNCH 8
	AUGUST	DINNER 9	LUNCH 10
	SEPTEMBER	DINNER 11	LUNCH 12
	OCTOBER	DINNER 13	LUNCH 14
	* NOVEMBER	LUNCH 1	DINNER 2
	* DECEMBER	LUNCH 3	DINNER 4
1983	JANUARY	LUNCH 5	DINNER 6
	FEBRUARY	LUNCH 7	DINNER 8
	MARCH	LUNCH 9	DINNER 10
	APRIL	LUNCH 11	DINNER 12
	MAY	LUNCH 13	DINNER 14
	JUNE	DINNER 1	LUNCH 2
	JULY	DINNER 3	LUNCH 4
	AUGUST	DINNER 5	LUNCH 6
	SEPTEMBER	DINNER 7	LUNCH 8
	OCTOBER	DINNER 9	LUNCH 10
	NOVEMBER	DINNER 11	LUNCH 12
	DECEMBER	DINNER 13	LUNCH 14

The 14-Day Menu, SB 10-263, will be followed during IDT when units are requisitioning subsistence. Changes in the menus by the ARJIG State Menu Board and approved by the State Adjutant General must be provided to the supported activity (TISA) in sufficient time to facilitate timely supply action. Changes required by US Army Reserve Units (USARU) will be coordinated during the monthly support ing ins allation Menu Board meetings. The 14-Day Menu will be used in the sequence established by FORSCOM, coordinated with TISA and the supported Reserve Component for all meals prepared during IDT. The above is a recommended safe life sequence as prescribed in AR 30-1 and NGR 30-1.

\*Holiday meals -- The Thanksgiving or Christmas holiday meal, as published in SB 10-263, may be authorized by NGB or OCAR for service during the scheduled IDT assembly.

COMMANDER'S WORKBOOK FOR  
ADMINISTRATION/LOGISTICS

GROUP: FOOD SERVICE  
MODULE: 4-3

DA FORM 2970  
SUBSISTENCE QUARTERLY REPORT

11  
REFERENCE:  
CHANGE TWO TO AR 30-1

MODULE 4-3

DA FORM 2970 FOOD SERVICE SUBSISTENCE REPORT QUARTERLY REPORT

TASK: To emphasize key aspects of DA Form 2970, Food Service Subsistence Report

CONDITION: Given DA Form 2970 and guidance in this module.

STANDARD: You must be able to:

1. Review form for computation accuracy
2. Review form for completeness

REFERENCE: Change Two AR 30-1, dated April 1980, The Army Food Service Program.

WHAT TO DO:

1. Insure that the DA Form 2970 Subsistence Report (Quarterly Report) is prepared and forwarded to the MUSARC. (Reference Para 3-47-1 and Appendix F of AR 30-1.)
2. Insure that the figures entered on Line 3, columns b, c, and d reflect the total number of assigned and attached enlisted, only present for drill. (Reference Table F-1, Appendix F). Para 3-47.1, AR 30-1.

NOTE: Total number of assigned and attached enlisted personnel present for drill on DA Form 2970 must equal the total number of enlisted personnel present for drill as indicated on the DA Form 1379 Unit Record of Reserve Training.

3. Insure on Line 7, 1, 2, and 3, that total headcount of all personnel subsisted is indicated. I.E., 7-1 when subsistence is received from military sources, Line 7-2 when unprepared subsistence ingredients are purchased from the local economy. Line 7-3 to report headcount for commercial catered meals.
4. Insure Lines 8-1 thru 17 are completed as prescribed in Appendix F.
5. Insure Section F (Remark Section) contains the following information: Total receipts, total value earned and over/under status of unit, reference paragraph 3-47-1.
6. Insure after the report is reviewed and signed, it is forwarded five days after the quarter ends.

15 January 1980

C 2, AR 30-1

SUBSISTENCE REPORT AND FIELD RATION REQUEST				<input checked="" type="checkbox"/> UNIT <input type="checkbox"/> CONSOLIDATED			
For use of this form, see AR 30-1. The proponent agency is Office of the Deputy Chief of Staff for Logistics				PERIOD OF JAN, FEB, MAR 78			
TO (Include ZIP Code) BOTH TRAINING DIV ATTN: FOOD ADVISER RICHMOND, VA 23092		THRU (Include ZIP Code)		FROM (Include ZIP Code) 300TH SPT BDE GERON USAR CENTER FORT LEE, VA 23801			
SECTION A SUBSISTENCE REPORT							
1	DATE(S) a	JAN b	FEB c	MAR d	TOTAL OF COLUMNS 10-11 e	ACCUML LATED FROM LAST REPORT f	CUMULATIVE TOTAL TO DATE (a-f) g
ASSIGNED AND ATTACHED ACTIVE ARMY ENLISTED PERSONNEL							
2. AUTHORIZED TO BE SUBSISTED WITHOUT REIMBURSEMENT							
ASSIGNED AND ATTACHED RESERVE COMPONENT ENLISTED PERSONNEL							
3. AUTHORIZED TO BE SUBSISTED WITHOUT REIMBURSEMENT		150	149	149	448	450	898
SECTION B FIELD RATION REQUEST							
4. DATE(S) FOR WHICH MEALS ARE REQUESTED		REGULAR MEAL			SHORT ORDER/BOX LUNCHES		
5. NUMBER OF MEALS REQUESTED		BREAKFAST					
		LUNCH					
		DINNER					
SECTION C HEADCOUNT DATA							
6.	DATE(S) a	b	c	d	TOTAL OF COLUMNS 10-11 e	ACCUML LATED FROM LAST REPORT f	CUMULATIVE TOTAL TO DATE (a-f) g
TOTAL PERSONNEL SUBSISTED							
7.1 HEADCOUNT (WHEN SUBSISTENCE IS OBTAINED FROM A MIL- ITARY ISSUE ACTIVITY)		E 135	129		264	57	321
		L 266	244	260	770	773	1543
		D 130			130		130
		BR					
		D/BR					
7.2 HEADCOUNT (WHEN UNPREPARED SUB- SISTENCE IS OBTAINED FROM COMMERCIAL SOURCES)		E					
		L					
		D					
		BR					
		D/BR					
PREPARATION INSTRUCTIONS FOR RESERVE COMPONENTS							
UNIT. Place an X in this block if the report is for one unit only.				Col 1. Enter the figure from column g of the previous report. If this is the first report for the PT, this column will be left blank.			
CONSOLIDATED. Place an X in this block if the dining facility is subsisting more than one unit.				Col 2. This is the total of columns e and f.			
8.1 SUBSISTENCE REPORT ONLY. Check this block when submitting the authorized strength and headcount data.				LINES 4 and 5. When requesting meals, indicate date(s) meal is received, number of meals, and the meal selection from 5c (0-26).			
SUBSISTENCE REQUEST. Check this block when requesting subsistence.				LINE 6. Enter date(s) for which headcount is submitted.			
PERIOD OF. Enter the month(s) and year covering the report.				LINES 7.1, 7.2, 7.3. Enter the headcount of all personnel subsisted with or without reimbursement. Lines 7 through 11, columns e through g will be completed in the same manner as line 3 above. Line 7.1 will be used when subsistence is received from military sources. Line 7.2 will be used when unprepared subsistence ingredients are purchased from the local economy. Line 7.3 will be used to report headcount for commercial catered meals.			
8.2 TO. When reporting strength and headcount, indicate the supporting MHSAC. When requesting subsistence, indicate the designation of the supporting issue activity.				LINE 8. LINE 8. This portion of the form will be completed as prescribed in Appendix 1. If this additional data is required.			
THRU. Indicate the supporting MHSAC approving subsistence requested in Section B.							
8.3 FROM. Unit designation and address submitting report.							
LINE 1. Col b,c,d. Enter month(s) covered by the report.							
LINE 2. Col b,c,d. Enter the actual number of enlisted personnel authorized rations who were physically present for 1ST during each month.							
9. Col e. Enter the cumulative total of this in column b,c,d.							

DA FORM 2970  
1 SEP 79

REPLACES EDIT ON 1 JAN 77 WHICH IS OBSOLETE

Figure F-1

F-7

SUBSISTENCE REPORT AND FIELD RATION REQUEST					<input checked="" type="checkbox"/> UNIT <input type="checkbox"/> CONSOLIDATED <small>For use of this form, see AR 30-1. The proponent agency is Office of the Deputy Chief of Staff for Logistics.</small>	
TO (include ZIP Code)		THRU (include ZIP Code)		FROM (include ZIP Code)		
ARCC				Unit		
SECTION A - SUBSISTENCE REPORT						
1	DATE(S) a	b	c	d	TOTAL OF COLUMNS 10+11+12 e	ACCUMULATED FROM LAST REPORT f
ASSIGNED AND ATTACHED ACTIVE ARMY ENLISTED PERSONNEL						
2	AUTHORIZED TO BE SUBSISTED WITHOUT REIMBURSEMENT					
ASSIGNED AND ATTACHED RESERVE COMPONENT ENLISTED PERSONNEL <input type="checkbox"/> ARNG <input checked="" type="checkbox"/> USAR						
3	AUTHORIZED TO BE SUBSISTED WITHOUT REIMBURSEMENT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
SECTION B - FIELD RATION REQUEST						
4	DATE(S) FOR WHICH MEALS ARE FOR	REGULAR MEAL			SHORT ORDER/BOX LUNCHES	
5	NUMBER OF MEALS REQUESTED	BREAKFAST				
		LUNCH				
		DINNER				
SECTION C - HEADCOUNT DATA						
6	DATE(S) a	b	c	d	TOTAL OF COLUMNS 10+11+12 e	ACCUMULATED FROM LAST REPORT f
TOTAL PERSONNEL SUBSISTED						
7.1 HEADCOUNT (WHEN SUBSISTENCE IS OBTAINED FROM A MILITARY ISSUE ACTIVITY)	B					
	L					
	D					
	BR					
	D/BR					
7.2 HEADCOUNT (WHEN UNPREPARED SUBSISTENCE IS OBTAINED FROM COMMERCIAL SOURCES)	B					
	L					
	D					
	BR					
	D/BR					
7.3 HEADCOUNT (WHEN PREPARED MEALS ARE OBTAINED FROM COMMERCIAL SOURCES)	B					
	L					
	D					
	BR					
	D/BR					
8.1 TOTAL NUMBER OF MEALS FOR WHICH CASH PAYMENT WAS RECEIVED	B					
	L					
	D					
	BR					
	D/BR					
8.2 CASH PAYMENT FROM DEP. RELATIVES AND GUESTS 12 YEARS OF AGE AND OVER	B					
	L					
	D					
	BR					
	D/BR					
8.3 CASH PAYMENT FROM DEP. RELATIVES AND GUESTS UNDER 12 YEARS OF AGE	B					
	L					
	D					
	BR					
	D/BR					
9 TOTAL NUMBER OF MEALS FOR WHICH PAYMENT WAS ACCOMPLISHED BY PAYROLL DEDUCTION	B					
	L					
	D					
	BR					
	D/BR					

DA FORM 2970  
1 SEP 79

REPLACES EDITION OF 1 JAN 77 WHICH IS OBSOLETE.



SECTION C HEADCOUNT DATA							
6	DATE(S)	b	c	d	TOTAL OF COLUMNS (b+c+d) e	ACCUMULATED FROM LAST REPORT f	CUMULATIVE TOTAL TO DATE g
TOTAL PERSONNEL SUBSISTED							
10. TOTAL NUMBER OF MEALS FURNISHED TO TRANSIENTS	B						
	L						
	D						
	BR						
D/BR							
SECTION D MEALS SERVED REQUIRING REIMBURSEMENT							
11. US ARMY RESERVE	B						
	L						
	D						
	BR						
	D/BR						
12. ARMY NATIONAL GUARD	B						
	L						
	D						
	BR						
	D/BR						
13. ACTIVE ARMY	B						
	L						
	D						
	BR						
	D/BR						
14. OTHER (Specify)	B						
	L						
	D						
	BR						
	D/BR						
SECTION E COMMON SERVICE FEEDING							
15. SERVICE AND COMPONENT (Specify)	B						
	L						
	D						
	BR						
	D/BR						
16. SERVICE AND COMPONENT (Specify)	B						
	L						
	D						
	BR						
	D/BR						
17. SERVICE AND COMPONENT (Specify)	B						
	L						
	D						
	BR						
	D/BR						
SECTION F REMARKS							
IDT RECEIPTS Jul - AUG - SEPT -				IDT \$ VALUE EARNED Jul - AUG - SEPT -			
OVER/under STATUS BC ) LC ) DC )							
DATE	TYPED NAME, GRADE, TITLE, AND AUTOVON PHONE NO.			SIGNATURE			
✓	X			X			

COMMANDER'S WORKBOOK FOR  
ADMINISTRATION/LOGISTICS

GROUP: FOOD SERVICE  
MODULE: 4-4

DD FORM 1544,  
CASH MEAL PAYMENT SHEET

REFERENCE:  
AR 30-1

MODULE 4-4

DD FORM 1544 (CASH MEAL PAYMENT SHEET)

TASK: To emphasize key aspects of DD Form 1544, Cash Meal Payment Sheet

CONDITION: Given, DD Form 1544 (Cash Meal Payment Sheet)

STANDARD: You must be able to:

1. Determine if Cash Meal Payment Sheets are secured.
2. Determine the proper control.
3. Determine if sheets are being authenticated and signed.
4. Determine if correct meal prices are being posted and charged.
5. Determine if correct closeout procedures are used.

REFERENCE: AR 30-1, The Army Food Service Program.

WHAT TO DO:

1. Insure that security procedures are established to safeguard the DD Form 1544 and cash, para 3-55 b, AR 30-1.
2. Insure designated officer has signed cash meal payment sheet, in the appropriate block before being issued. Insure all food charges, surcharges, and per diem surcharge rates that are specified in the table of meal rates, page 5-11, AR 30-1, are entered by the Food Service Sergeant prior to sheet being issued to the headcounter.
3. Insure that all issues are recorded on the Control Record for Dining Facility, DD Form 1544 (DA Form 3546-R) Para 3-57, AR 30-1.
4. Insure the following information is entered properly for each meal and each category of diner:
  - a. Grade: The diner will abbreviate his grade as indicated (E1-E4, O-1, O-3).
  - b. Name: The diner will sign his first name, middle initial, and last name. All entries will be in blue or black ink.
5. Since this form is to be used until completed, insure that it is signed after final collections on each drill date by the headcounter, final headcounter, or food service sergeant, who will total up the various columns and close out the form, para 3-62 c(2), AR 30-1.

CASH MEAL PAYMENT SHEET										SERIAL NO. ① 362436			
TO BE COMPLETED WHEN THE GOVERNMENT IS TO BE REIMBURSED FOR MEALS FURNISHED													
ORGANIZATION OR DINING FACILITY						INCLUSIVE DATES COVERED							
② Co D, QMS BDE FT LEE, VA.						FROM ③ 26 Oct 76		THROUGH ④ 29 Oct 76					
⑤ FOOD CHARGES				⑥ SURCHARGES (S/C)				⑦ PER DIEM SURCHARGE					
B .55	L 1.05	D 1.05	B .25	L .25	D .25	B .80	L 1.60	D 1.60					
BR 1.20	DB 1.45	Other	BR .25	DB .40	Other	BR 1.60	DB 2.30	Other					
⑧		⑨ NAME		⑩ DOLLAR VALUE				Grade		NAME			
B	L	D	S/C	B	L	D	S/C	B	L	D	S/C		
CPT	H. P. Matthews	.55											
BALANCE BROUGHT FORWARD								\$ 3.30	\$ 8.40	\$ 1.05	\$ 5.10		
<p>(1) This block will be completed by AG printing or by the Installation DD Form 1544 Control Officer.</p> <p>(2) ORGANIZATION: Will be completed by the food service sergeant prior to the sheet being issued to the headcounter. It will include the unit and installation designation.</p> <p>(3) FROM: This is the date on which the first meal is sold.</p> <p>(4) THROUGH: This is the last date on which a meal was sold using this sheet.</p> <p>(5) FOOD CHARGES: The applicable prices to be collected by the headcounter for each meal and each category of diner will be entered in the appropriate blocks by the food service sergeant prior to the sheet being used.</p> <p>(6) SURCHARGES:</p> <p>(7) PER DIEM SURCHARGES:</p> <p>(8) GRADE: The diner will abbreviate his grade as indicated (PFC, CPL, 2LT, CPT, or E-1, E-4, O-1, O-3). The dining facility employee will put CEC or CEA in this column.</p> <p>(9) NAME: This diner will sign his first name, middle initial, and last name in ink in this space. Any officer authorized to eat without paying the surcharge will denote his authorization above his name as depicted in the example above.</p> <p>(10) DOLLAR VALUE: The diner will indicate in the appropriate column(s) the monies being paid for the meal being consumed.</p> <p>(11) TOTAL: These blocks will be computed when the left side of the form has been filled, when the entire form has been filled or when the unused portion of the form is lined out in order for the form to be turned in. The net cash overage or shortage as reflected on the DA Form 3546-R will be entered on the appropriate line and the Cash Turned In block computed.</p> <p>(12) SIGNATURE OF UNIT COMMANDER OR FOOD SERVICE OFFICER: The designated officer will authenticate the sheet in this block prior to its use.</p> <p>(13) SIGNATURE OF LAST OR ONLY HEADCOUNTER: Since this form is to be used until completed, this block will only be signed by the headcounter making final collections. Prior headcounters will complete Blocks (8) and (9) on the next unused line on the page. In Block (10) he will put the date that diners signed and he collected money.</p> <p>NOTE:</p> <p>1. The final headcounter or food service sergeant will total up the various columns and close out form.</p> <p>2. All cash averages/shortages will be explained on the reverse side of this form and DA Form 3546-R.</p>													
26 OCT 76	Tom Jordeche	SFC						⑪ TOTAL		\$ 5.50	\$ 15.20	\$ 3.80	\$ 9.70
CEA	Elmer Snord	.55						TOTAL CHARGES		\$ 24.30	\$ 9.70		
May	Sam K. Fournier	1.05			1.60			CASH OVER (SHORT)		(30)			
CEC	Chris J. Pappas	1.05						CASH TURNED IN		24.20	9.70		
PFC	Charles Nelson				1.05			REMARKS Shortage due to Headcount error on 20 Oct 76					
TOTAL		\$ 3.30	\$ 8.40	\$ 1.05	\$ 5.10								
SIGNATURE OF UNIT COMMANDER OR FOOD SERVICE OFFICER								SIGNATURE OF LAST OR ONLY HEADCOUNTER					
⑫ Charles A. Moore, 1LT								⑬ Ronald Colman, CPL					

★ Figure 3-11

15 January 1980

3-57

C2, AR 30-1

CONTROL RECORD FOR DINING FACILITY - DD Form 1544									
UNIT	ISSUED TO				RECEIVED BY				
SHEET NO.	SIGNATURE	ORGANIZATION	DATE ISSUED	CASH	DATE RECEIVED	SIGNATURE			
1	Robert L Brown	Co D, QMS BDE	26 Sep 74	26	50	SFC B.F. Boone			
1	Robert L Brown	Co D, QMS BDE	26 Sep 74	26	1.20	SFC B.F. Boone			
1	Robert L Brown	Co D, QMS BDE	26 Sep 74	26		Sgt. James B. Boone			
1	Ronald E Coleman	Co A, QMS BDE	27 Sep 74	27	(10) 5.40	SFC B.F. Boone			
2	Ronald E Coleman	Co A, QMS BDE	27 Sep 74	27	33.55	SFC B.F. Boone			
3	Ronald E Coleman	Co A, QMS BDE	27 Sep 74	27	05 8.15	SFC B.F. Boone			
3	James C.	PREPARATION INSTRUCTIONS				Griffin			
<p>UNIT. The designation of the unit operating the dining facility.</p> <p>SERIAL NO. The serial number assigned the DD Form 1544 book and each sheet.</p> <p>SHEET NO. The number printed at the bottom of the DD Form 1544 sheet being issued. Each time the sheet is issued record the same number.</p> <p>SIGNATURE. The signature of the individual (normally headcounter) to which the sheet is being issued.</p> <p>ORGANIZATION. The organization to which the individual is assigned or attached for duty. This will facilitate locating the individual in case a question arises at a later date concerning the sheet.</p> <p>CHANGE FUND. The amount of cash given to the headcounter as a change fund. This column can be left blank if the unit is not authorized a change fund.</p> <p>DATE ISSUED. The date that the individual received the sheet.</p> <p>DATE RECEIVED. The date that the sheet is returned to the food service sergeant. Normally after each meal.</p> <p>CASH OVER/SHORT. The (+) or (-) cash difference between the amount reflected on the DD Form 1544 and actual cash will be reflected in this column. Shortages will be shown as (-) and overages as (+). An explanation will be entered on the reverse side of this form and on the DD Form 1544.</p> <p>CASH TURNED IN. The total amount of cash being received by the food service sergeant along with DD Form 1544. This figure should equal the change fund plus the amount collected for meals sold during the serving period. The figure in this column plus or minus the figure reflected in Cash (+) or (-) column should equal the amount shown on the DD Form 1544.</p> <p>SIGNATURE. The signature of the person receiving the money and DD Form 1544 from the headcounter.</p>									

DA FORM 3546-R 1 JAN 77

EDITION OF 1 OCT 62 IS OBSOLETE

\* Figure 3-10

COMMANDER'S WORKBOOK FOR  
ADMINISTRATION/LOGISTICS

GROUP: RETENTION  
MODULE: 5-1

THE RETENTION MANAGER'S AND THE AST'S  
ROLES IN THE UNIT STRENGTH MAINTENANCE PROGRAM

REFERENCE:

1A REG 140-17  
USAREC/FORSCOM REG 601-67  
FORSCOM PAM 690-7  
AR 140-111

## MODULE 5-1

### THE RETENTION MANAGER'S AND THE AST'S ROLES IN THE UNIT STRENGTH MAINTENANCE PROGRAM

- TASK:** to emphasize key aspects of the AST's involvement in the Unit Strength Maintenance Program.
- CONDITION:** Given 1A Reg 140-17, FORSCOM Pam 690-7, the AST Job Description, and guidance within this module.
- STANDARD:** You must be able to identify and evaluate the AST's areas of responsibility with regard to strength maintenance; e.g., retention, reenlistment, and referrals.
- REFERENCES:**
1. FORSCOM Pam 690-7, Administrative Supply Technician's Handbook.
  2. 1A Reg 140-17, First US Army Strength Maintenance Program.
  3. AR 140-111, Enlistment and Reenlistment.

#### WHAT TO DO:

1. Insure that the AST is knowledgeable of unit members who are eligible/not eligible for reenlistment. (Reference Chap 3, AR 140-111, and Ch 2, FORSCOM Pam 690-7).
2. Insure that the AST knows interviewing/counseling techniques. (Reference Chap 2, FORSCOM Pam 690-7).
3. Insure that the listing of actual and 12-month projected vacancies is maintained. (Reference Para 4-21, 1A Reg 140-17).
4. Insure that all personnel, pay, and other actions affecting members of the unit are expeditiously handled (AST Job Description).
5. Insure that MPRJ's, PFR's and clothing records are current. (See other modules for details).
6. Recognize the fact the role of the AST is extremely important to retention because his/her failure or slowness in accomplishing any type of action dealing with the individual soldier can have an adverse impact on strength. Personal concern by the AST is a must.
7. Review the responsibilities of the additional duty retention manager (Para 3-4, 1A Reg 140-17) and establish guidance as to those responsibilities that overlap or are to be shared by the AST. Command guidance is of prime importance in these areas so as to insure all areas are in fact covered and coordinated.